

## **Secretariat Consulting**

Secretariat Consulting Pte Ltd is a premier provider of construction consulting services on international disputes. Our portfolio of projects includes extensive experience on both private and public projects, ranging from retail and commercial developments, to multi-billion dollar international capital expenditure programs. Our firm is seeking self-motivated individuals to join us in our Singapore office at the level of Associate Consultant.

### **Job Description – Associate Consultant**

The successful candidate will assist with dispute resolution services, including construction scheduling, delay and disruption analysis. Tasks, usually in the context of litigation, span from research and fact-finding to detailed analysis and quantification of delay. Candidates should possess strong analytical, problem solving, and communication skills.

### **Requirements**

- Bachelor's, Master's or Doctoral degree in building construction, architecture, engineering or other related field. Experience in construction is an advantage but not required.
- Proficient in Microsoft Word, Excel and Powerpoint. Knowledge of scheduling software such as Primavera preferred, but not required.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and ability to work as a member of a team.
- Flexibility, creative problem solving and analytical skills with an eye for detail.

If you feel your skill sets align with our requirements, please email your resume to [sma@secretariat-intl.com](mailto:sma@secretariat-intl.com).

