

Since 1961, Boydens engineering ([www.boydens.be](http://www.boydens.be)) has been active as technical engineering designers and consultant for construction projects from small to large scale buildings, within public and private sectors. We have since become one of Belgium's leading independent engineering firms in the construction industry.

With over 150 specialists from our various offices in Vietnam (Hanoi and HCM city), Belgium, Luxembourg, Singapore, we work in close collaboration with key technical experts to form a team focused upon open and efficient communication. This in turn enables the exchange of ideas across the skill sectors, resulting in design solutions of quality, function, value, comfort and distinction in accordance to the highest European standards.

In order to strengthen our team **in Hanoi**, we are looking for:

### **01 PLUMBING TEAM LEADER**

If you find yourself qualified for the position, please send your CV and supporting certificates to Ms. Dieu Anh at [anhdu@boydensvn.com](mailto:anhdu@boydensvn.com) or contact us on 024 35190808 for further information.

**Please be noted that only shortlisted candidates will be contacted.**

### **01 PLUMBING TEAM LEADER – SCOPE OF WORK**

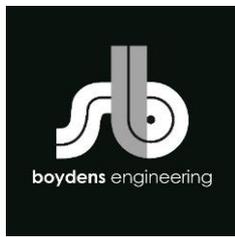
#### **1. Job title : Plumbing Team Leader**

**2. Work Location:** Geleximco Building, 36 hoang cau, Dong Da, Ha Noi

#### **3. Duties and Responsibilities:**

- Set goals for performance and deadlines in ways that comply with company's plans and vision and communicate them to subordinates
- Organize workflow and ensure that employees understand their duties or delegated tasks
- Being accountable of quality and productivity of the team
- Responsible for adjustment manpower in the team to optimize productivity/ quality.
- Ensure the manpower availability and allocation
- Receive feedbacks and resolve problems
- Monitor employees productivity and provide constructive feedback and coaching
- Pass on information from upper management to employees and vice versa
- Prepare and submit performance reports
- Suggest on reward and promotion based on performance
- Hire and train new employees
- Ensure adherence to legal and company policies and procedures and undertake disciplinary actions if the need arises
- Being able to design if needed
- Any other tasks assigned by the Operation Manager

**boydens vietnam** | 14th floor | 36 hoang cau | dong da dist | hanoi | t. +84 4 3519 0808 | f. +84 4 3519 1004  
**hanoi@boydensvn.com** | **www.boydensvn.com**  
**boydens brussels** | noordkustlaan 10 | 1702 groot-bijgaarden | t. +32 (0)2 468 11 58 | f. +32 (0)2 468 11 78  
**boydens bruges** | autobaan 13 | 8210 loppem | t. +32 (0)50 83 13 20 | f. +32 (0)50 83 13 29  
**boydens luxembourg** | rue henri koch 29 | L-4354 esch-sur-alzette | t. +352 26 532 432 | f. +352 26 543 553  
**B-DNA pte.ltd.** | 8 eu tong sen street | #16-90 the central 059818 | t.+65 6221 5816 | f. +65 6221 5819



#### 4. Requirements

- University diploma in Plumbing field
- Proven experience as supervisor or relevant role (5 years++)
- Diploma/Certificate in first line management or relevant field
- Knowledgeable about Plumbing
- Good knowledge of relevant standards and codes such as but not limited to IEC/QCVN/TCVN/NFPA
- Familiarity with company policies and legal guidelines of the field
- High school diploma; BSc/BA in management or relevant discipline will be considered an advantage
- Good knowledge of MS Office
- Good knowledge of Revit and Autocad
- Good knowledge of Epanet, Flowhy, HFC, SWMM...
- Ability to learn a variety of job descriptions
- Excellent communication and interpersonal skills
- Excellent organizational and leadership skills.

#### 5. We offer

- Opportunity to work on forward thinking projects using the most advanced tools and international standards
- International working environment and European management style
- Competitive salary according to personal experience and ability
- 15 days annual leave, 12 days sick leave, 15-20 days child sick leave.
- International private hospitalization insurance
- Social insurance, health insurance, unemployment insurance paid following labor law
- Team building, year end party activity and other benefits following company policy
- 5 working days per week (Mon to Fri)

#### 6. Starting date: ASAP