In June 2021, we proudly became part of Sweco Group, a leading European company in the construction, industry, and infrastructure sectors. Today, we are **Sweco Vietnam**.

At Sweco Vietnam, **we don’t just offer a job** – **we offer a career**. Our engineers have the opportunity to work on cutting-edge projects that **shape the future of urbanization, digitalization, and sustainability**. Beyond technical work, we foster a dynamic and engaging workplace with exciting internal events such as Innovation Days, Year-End Parties, and technical seminars. Additionally, we collaborate with top-tier industry partners, giving our engineers exposure to **global best practices** and groundbreaking solutions.

To further enhance our work environment in Hanoi and Ho Chi Minh City, we are continuously seeking **passionate engineers** who thrive in a dynamic setting and are eager to contribute to both innovative projects and a vibrant workplace culture. Join us and **transform society together!**

**JOB DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| JOB TITLE | : | **HVAC Engineer (International Projects)** |
| DEPARTMENT | : | HVAC Team |
| REPORTING TO | : | Team Leader |
| JOB LOCATION | : | Hanoi/ HCM |

1. **DUTIES AND RESPONSIBILITIES**

* Work with the dedicated team **on** **international (mostly European) projects** in an efficient and time-conscious manner on BIM modeling, preparing the production of drawings, schedules, specification notes, etc. primarily in REVIT
* Collaborate with team members to launch projects.
* Understand project requirements and concepts to complete the assigned tasks as quality and schedule requirement (Under the support/guidance of assigned senior engineers)
* Ensuring that the assigned tasks are designed in accordance with local codes and international standards (under the support/guidance of assigned senior engineers / leading engineer)
* Ensure that all drawings are reviewed and checked before submitting to senior engineers or contact window prior to external issued
* Maintain high quality of drawings (ensure that all drawings are reviewed and checked before submitting to senior engineers or contact window prior to external issued)
* Translating functional requirements into technical design (plans, bill of materials, calculation tables)
* Under the guidance/ training of assigned senior engineers, working on 3D designing software.
* Coordinate with other designers during design process for clashing control.
* Additional duties as in Annex 1 (contact-window) in case of responsibility for CW of the assigned projects.
* Other duties upon request

1. **YOUR SKILLS AND EXPERIENCE**

* Bachelor degree in HVAC field
* From 3 years o experience in HVAC design field
* Have knowledge of REVIT & BIM
* Basic knowledge of Microsoft Office including words, excel.
* Basic knowledge of HVAC field
* Good knowledge in 3D modeling, drawings documenting
* Hardworking, eager to learn and attention to details
* Good communication in English

1. **ANNEX: ROLE & RESPONSIBILITY \_ CONTACT-WINDOW BELGIUM PROJECTS**

* Attend project kick-off meeting with TLs/BE team.
* Communicate with BE designers/BE PLs via email/ webex meeting… to collect all necessary input information for projects.
* Check projects’ input information, clarify questions with BE designers/ BE PL.
* Arrange/ record input information into project folders in server.
* Explain project design requirement/ input information to VN designers in the team, support VN designers during whole design period of the project.
* Check all drawings/ BOQ/ documents before submitting to BE.
* Perform clashes-control and send the report to VN designers to revise.
* Lead the coordination process with other design discipline.
* Monitor progress and performance of members in assigned projects.
* Follow up spent time and progress of the project. Report abnormalities proactive.
* Accountable for quality of output drawings/ documents.

1. **WHY WORK WITH US**

* Opportunity to work on forward thinking projects/overseas projects using the most advanced tools and international standards
* International working environment and European management style
* Training opportunities to develop your career
* 15 days annual leave, 12 days sick leave, 15-20 days child sick leave
* International private hospitalization insurance with annual health check at Vinmec (VIP package)
* Social insurance, health insurance, unemployment insurance, trade union paid following labor law
* Team building, year end party activity and other benefits following company policy
* 5 working days per week (Mon to Fri) with flexible starting time (7AM-9AM).

1. **HOW TO APPLY**

Interested candidates should send their detailed CVs in English to  [trinhtn@boydensvn.com](mailto:%20trinhtn@boydensvn.com) - Phone/Zalo 0938 308 550.

All applications will be kept strictly confidential and only those who are under consideration will be contacted.