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 | : | **Junior Designer Road & Sewers** |
| DEPARTMENT | : | C&S & INFRA |
| REPORTING TO | : | Team Leader/ Team Manager |
| JOB LOCATION | : | Hanoi/ HCM |

1. **DUTIES AND RESPONSIBILITIES**

As part of one of the Workshare Teams and in close collaboration with the Team Lead and other members of the project team your work could be but not limited to:

* You are part of one of the Road & Sewage Workshare Teams.
* You are assisting in the preparation of new or updating of existing projects such as the production of plans (ground plans, sections, details, production of pdf’s …) for the design, permits, As Built files,…
* Implementation of Sweco and client specification & procedures.
* Manage and/or archive files/documents according to internal procedures.
* Other duties as assigned.

1. **YOUR SKILLS AND EXPERIENCE**

* Welcome dynamic and motivated fresh graduated Civil engineer or relevant major.
* 1-2 years of experience is a plus.
* Good in English in reading and writing. Good English communication is a plus.
* Sound knowledge of engineering design principles.
* Good knowledge of Civil 3D is a plus
* Good knowledge of Microstation is a plus.
* Eyes for quality and details.
* Good command of MS Office applications.
* Excellent teamwork and communication skills.

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.

**PHẠM VI CÔNG VIỆC**

**SCOPE OF WORK**

Là thành viên của nhóm Workshare và hợp tác chặt chẽ cùng trưởng nhóm và các kỹ sư khác của dự án với phạm vi công việc như dưới đây nhưng không giới hạn như sau: *As part of one of the Workshare Teams and in close collaboration with the Team Leader and other members of the project team the scope of work could be but not limited to:*

* Bạn là thành viên của Nhóm Workshare Hạ Tầng Kĩ thuật.

*You are part of one of the Road & Sewage Workshare Teams.*

* Bạn sẽ hỗ trợ làm các bản vẽ của dự án mới, hoặc cập nhật các bản vẽ của các dự án cũ như là (bản vẽ mặt bằng,mặt cắt (cắt dọc, cắt ngang), chi tiết kết cấu ... bằng tệp PDF) cho các bước thiết kế, xin phép xây dựng, bản vẽ hoàn công.

*You are assisting in the preparation of new or updating of existing projects such as the production of plans (ground plans, sections, details, production of pdf’s …) for the design, permits, As Built files,…*

* Tuân thủ quy trình và yêu cầu kĩ thuật của khách hàng và Sweco.

*Implementation of Sweco and client specification & procedures.*

* Quản lý và/ hoặc lưu trữ các tệp/ tài liệu theo quy trình nội bộ.

*Manage and/or archive files/documents according to internal procedures.*

* Các nhiệm vụ khác được phân công.

*Other duties as assigned.*

**YÊU CẦU**

**REQUIREMENTS**

* Sinh viên năm cuối năng động và cầu tiến tốt nghiệp ngành Kĩ thuật Xây Dựng, hoặc các ngành liên quan.

*Dynamic and motivated fresh graduated Civil engineer or relevant major.*

* Ưu tiên các bạn có 1-2 năm kinh nghiệm.

*1-2 years of experience is a plus.*

* Có khả năng đọc hiểu và viết bằng tiếng Anh tốt. Ưu tiên các bạn có khả năng giao tiếp tiếng Anh tốt.

*Good in English in reading and writing. Good English communication is a plus.*

* Hiểu về quy trình thiết kế kỹ thuật.

*Knowledge of engineering design principles.*

* Có kiến thức về Civil 3D là một lợi thế

*Good knowledge of Civil 3D is a plus*

* Thành thạo Microstation là một lợi thế.

*Good knowledge of Microstation is a plus.*

* Chú trọng chất lượng và chi tiết.

*Eyes for quality and details.*

* Ứng dụng MS Office tốt.

*Good knowledge of MS Office.*

* Khả năng làm việc nhóm và giao tiếp tốt.

*Excellent teamwork and communication skills.*