Synteleia
INDUSTRIES CORP.

Unit 10F 10th Floor One Corporate Place
Maple Grove Blvd. Maple Grove Tejero,
General Trias Cavite, Region IV-A (Calabarzon)
www.synteleia.ph

JOB DESCRIPTION

TECHNICAL ASSOCIATE
Location: General Trias, Cavite

I. Job Purpose and Objectives:

The Technical Associate is responsible for the technical evaluation, inspection, and monitoring of residential units for renovation and home improvement activities. The role ensures that proposed modifications comply with community guidelines, building standards, approved plans, and applicable regulations before endorsements and approvals are issued.

The position serves as the technical liaison between homeowners, contractors, designers, and management by reviewing renovation applications, conducting site inspections, and monitoring compliance throughout project implementation.

II. Job Responsibilities and Tasks:

- Review and evaluate renovation, fit-out, and home improvement applications submitted by homeowners.
- Assess architectural, structural, electrical, plumbing, and other technical plans for compliance with subdivision, HOA, and company construction guidelines.
- Verify completeness of permit requirements, technical documents, drawings, specifications, and supporting permits.
- Conduct pre-construction inspections of residential units prior to approval of renovation and improvement works.
- Prepare technical evaluation reports and recommendations for approval, revision, or rejection of proposed works.
- Coordinate with homeowners, contractors, architects, engineers, and other stakeholders regarding plan reviews, deficiencies, and compliance requirements.
- Monitor approved renovation and construction activities to ensure adherence to approved plans and permit conditions.
- Conduct progress, compliance, and completion inspections of renovation projects.
- Identify and report construction violations, unauthorized works, and non-compliance with established guidelines.
- Recommend corrective actions and compliance measures for technical and construction-related issues.
- Maintain records of permits, approved plans, inspection reports, violations, and project documentation.
- Assist in the implementation and enforcement of construction and renovation policies within managed communities.
- Prepare technical reports, project status updates, and management recommendations.
- Perform other related duties as assigned by management

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III. **Job Specifications:**

- Bachelor's Degree in Civil Engineering, Architecture, Construction Management, Building Technology, or a related field.
- Licensed Civil Engineer or Architect is an advantage but not required.
- At least 1-3 years of experience in construction management, property management, engineering inspection, project monitoring, or related technical functions.
- Experience in residential developments, subdivisions, condominiums, or property management is preferred.

Be part of something bigger.

We're committed to creating meaningful opportunities, strengthen communities, and providing property management services that make a difference.

If you're excited to make an impact, let's build something remarkable together!

Send your updated CV/resume to: signmeup@synteleia.ph