

BUILD A BETTER TOMMORRIW

CIVIL ENGINEERING ASSISTANT - EXECUTIVE OFFICER

Key Requirements

- Degree or Diploma in Civil Engineering from a recognized university / institution.
- 1–2 years of relevant experience in civil engineering, construction, or infrastructure projects.
- Sound knowledge of civil engineering principles, site supervision, and project coordination.
- Good knowledge in AutoCAD / Cadmate will be a distinct advantage.
- Ability to read and interpret engineering drawings and specifications.
- Good communication, teamwork, and problem-solving skills.
- Proficiency in MS Office applications.

Key Responsibilities

- Assist in planning, monitoring, and coordinating civil engineering projects.
- Support site inspections and project supervision activities.
- Prepare and maintain project documentation, reports, and records.
- Assist in quantity measurements, material coordination, and contractor liaison.
- Prepare and update technical drawings using AutoCAD where required.
- Ensure compliance with quality, safety, and engineering standards.

What We Offer

- Competitive remuneration package.
- Opportunities for professional growth and career advancement.
- Exposure to diverse engineering projects.
- Dynamic and supportive work environment.



Rewards

An attractive remuneration package, including staff loan facilities at concessionary rates and excellent career development opportunities, awaits the successful candidate.

Interested candidates who meet the above requirements are invited to submit their CVs via [Union Bank Job Portal](#) on or before 27th August 2026 with the names of two non-related referees, quoting “Civil Engineering Assistant -Executive Officer” in the subject line. All applications will be treated with strict confidence. Only shortlisted candidates will be contacted.

We are an equal opportunity employer!

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