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## Vacancy Announcement No. YIG16060302

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Job title:	<b>Assistant Build Permit Coordinator</b>
Job location:	<b>Yangon</b>
Accountable to:	<b>Build Permit Coordinator</b>
Salary:	<b>Negotiable</b>
No of Position:	<b>1</b>

### **General presentation**

Young Investment Group (Y.I.G) is a leading international private company in Myanmar employing more than 2,526 local human resource talents, and operating 16 principle subsidiaries in Myanmar, China and Singapore. Established in 1998, Y.I.G has grown exponentially while maintaining a strong reputation as the fastest and youngest conglomerate company in today's time with more than hundred Million dollars of Sales Revenue recorded in 2012.

We employ a diverse group of experts to manage our growing businesses. We respect the fundamental rights of our employees and are accountable to provide safe environment conducive to work with a comprehensive occupational safety policy and standards. We promote career growth for our employees through continuous training and advancement programs to sharpen their skills and pave the way for their career growth within our organization.

Please feel free to visit [yigmm.com](http://yigmm.com) for more information!

### **Main of task and responsibilities**

- To prepare Build Permit (BP) application package
- Apply BP to certain Township as necessary
- Prepare and apply Civil Aviation Height Clearance
- Track and monitor field BP officers
- Prepare and request budget payments related to BPs
- Perform other task given by her immediate supervisors

### **Requirements**

- At least College level or above.
- Must have experience at Telecom works either as SAQ /BP staff.
- Female preferable.
- Communicable Basic English.
- Computer literate.
- Willing to travel or be assigned at regions is an edge.

### **Application:**

Please send your application letter, CV and passport-sized photo, copies of education qualifications and references to:

**Attention: Human Resource Officer**  
**Young Investment Group**  
**No. (886/ 888), Pyay Road, 9 Mile, Mayangone**  
**Yangon, Myanmar.**  
Email to [humanresource@yigmm.com](mailto:humanresource@yigmm.com)

Not later than **Thursday, 16<sup>th</sup> June 2016.**

- **Only the shortlisted candidates will be contacted.**
- **Please clearly mention the announcement no and job title in the Subject line.**
- **If you apply online, please send email applications in Microsoft word or PDF format.**