

**Applications are invited for local citizens for the post of:**

### **CONSTRUCTION MANAGERS**

**Requirements:**

- ✓ Degree in civil engineering, construction management or equivalent
- ✓ Minimum 10 years hands on experience
- ✓ Strong track record in managing major construction works and project delivery of large scale projects

**Responsibilities:**

- ✓ Assist Project Manager in managing the project and organize the project management team for the execution of the project.
- ✓ Interpret contractual drawings and document for satisfactory implementation of projects
- ✓ Liaise with consultants, clients, contractors and local authorities for smooth implementation
- ✓ Take actions to deal with the results of delays, bad weather or emergencies at construction site

### **SITE/PROJECT ENGINEERS**

**Requirements:**

- ✓ Degree in Civil Engineering
- ✓ Minimum 3 years experience in construction site
- ✓ Knowledge in Microsoft Project will be an advantage

**Responsibilities:**

- ✓ Responsible for the day to day site work
- ✓ Ensure that work is being carried out as per design drawings, specifications and meeting planned dates in schedule
- ✓ Daily reporting about progress, non-compliance, delay in work
- ✓ Assist in the quality and safety audit

### **M&E SITE COORDINATOR**

**Requirements:**

- ✓ Degree in Mechanical/Electrical Engineering or equivalent
- ✓ Well versed with M&E design codes and standards.
- ✓ At least 8 years hands on experience in related field

**Responsibilities:**

- ✓ Overall planning and implementation of M&E related activities.
- ✓ Program, execute and monitor M&E work progress
- ✓ Coordinate and inter phasing of M&E and builder's works

- ✓ Able to collaborate with others at all levels to resolve complex issues with innovative solutions
- ✓ Liaise with consultants, authorities & sub-contractors
- ✓ To implement safety & health measures

### **QUANTITY SURVEYORS**

**Requirements:**

- ✓ Degree in Quantity Surveying or equivalent
- ✓ Good communication skills , hardworking, proactive, team player
- ✓ At least 2 years related working experience
- ✓ Experience in a consultancy firm is an added advantage

**Responsibilities:**

- ✓ Pre and Post contract works, for example taking off, preparation of Bills of Quantities, attending meetings, etc
- ✓ Servicing of clients and liaising with consultants and contractors

### **ACCOUNTS ASSISTANTS**

**Requirements:**

- ✓ At least Diploma in Accounting /LCCI intermediate Book-Keeping or relevant qualification
- ✓ Quick in arithmetic computation and numerical detail work
- ✓ Able to maintain confidentiality

**Responsibilities:**

- ✓ Perform Monthly closing and finalizing full set of accounts
- ✓ Prepare all voucher for payment and ensure that supporting documents have been verified and endorsed by relevant personnel
- ✓ Review and ensure accuracy and completeness of all accounting documents

Interested and qualified candidates are encouraged to submit their applications with a comprehensive resume, stating present and expected salary, contact telephone number and a recent photograph (non-returnable) not later than **15 October 2016** to:

### **HUMAN RESOURCE**

7th FLOOR, MENARA ZECON,

NO 92, LOT 393,

SECTION 5, KTLD, JALAN SATOK,

93400 KUCHING, SARAWAK.

Fax: 082-275500 Email: [headoffice@myzecon.com](mailto:headoffice@myzecon.com)