



JOB VACANCIES

SITE

PROJECT MANAGERS

Requirements:

- ✓ Degree in Civil/Structural engineering or Equivalent qualification
- ✓ At least 15 years working experience in related field
- ✓ Experience in managing major construction works
- ✓ Self motivated, mature with sound judgement and able to work independently

Responsibilities:

- ✓ Responsible for overall effective implementation and successful completion of construction projects undertaken by the Group
- ✓ Direct the project team in planning and coordinating activities for operational needs
- ✓ Lead and use the most effective ways to direct all necessary resources to achieve project completion
- ✓ Also responsible for project financial management and reporting, including cash flow monitoring and projections

CONSTRUCTION MANAGERS

Requirements:

- ✓ Degree in Civil/Structural Engineering or equivalent qualification
- ✓ At least 10 years working experience in related field
- ✓ Experience in managing major construction works

Responsibilities:

- ✓ Assist Project Manager in managing the project and organize the project management team for the execution of the project.
- ✓ Confer with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints and construction problem
- ✓ Take actions to deal with the results of delays, bad weather or emergencies at construction site

PROJECT/SITE 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



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QA/QC ENGINEERS

Requirements:

- ✓ Degree in Civil Engineering or equivalent
- ✓ Minimum 3 years relevant working experience
- ✓ Knowledge of Intergrated Management System

Responsibilities:

- ✓ QA/QC submission & method statement
- ✓ Execute QA/QC control at site work
- ✓ Liaise with consultants and sub-contractors on works quality checking

PLANNING ENGINEERS

Requirements:

- ✓ Degree in Construction Management or relevant discipline with 3 years working experience
- ✓ Proven ability in using Primavera & Microsoft Project
- ✓ Fresh graduates with the required skills can also apply

Responsibilities:

- ✓ Assist Project Manager in the preparation of initial and revised project program and resources schedule
- ✓ Assist Project Manager in the updating and preparation of progress report
- ✓ Coordinate and monitor resource control and quality, environmental and safety and health performance for project assigned
- ✓ Undertaken any and all other duties and responsibilities as so instructed by the Superior

ELECTRICAL ENGINEERS

Requirements:

- ✓ Bachelor in Electrical Engineering or equivalent
- ✓ A professional technical background within electrical engineering
- ✓ Possess Certificate of Competency as a Competent Electrical Engineer
- ✓ Proven experience within relevant areas

Responsibilities:

- ✓ Responsible for the site Mechanical & Electrical installation, testing & commissioning of project to ensure the project achieves targeted project schedule, budget and QAQC standards
- ✓ Provide technical support during the construction in order to clarify design and also manage design changes
- ✓ Manage technical documentation and ensure most recent revisions and information are implemented and following the standards



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QUANTITY SURVEYORS / ASSISTANT QUANTITY SURVEYORS

Requirements:

- ✓ Diploma/Degree in Quantity Surveying/Building or equivalent
- ✓ Good communication skills, hardworking, proactive, team player
- ✓ A few years working experience as an Assistant Quantity Surveyor/Quantity Surveyor is Preferable.
- ✓ Experience in a consultancy firm is an added advantage

Responsibilities:

- ✓ Pre and post contract works including for example taking off, preparation of Bills of Quantities, attending meetings, etc
- ✓ Servicing of clients and liaising with consultants and contractors
- ✓ Coordinating with the company's quantity surveyors/project executives, assistant quantity surveyors and technicians on projects

HSE OFFICERS

Requirements:

- ✓ Possess a certificate/Diploma in Occupational Safety and Health accredited by DOSH
- ✓ Registered Safety & Health Officer with DOSH (with valid Green Book)
- ✓ Minimum 3 years related experience in civil & building construction industry
- ✓ Exposed to integrated Management System (IMS for Quality, Environment, Safety & Health Management System)

Responsibilities:

- ✓ Coordinating all safety & health related works with employer, client and authorities
- ✓ Maintenance of IMS performance for the project site
- ✓ Conduct OSH training, safety induction and tool box briefing to the workers on site
- ✓ Secretary to OSH Committee and scheduling for monthly meeting
- ✓ Conduct monthly OSH audit
- ✓ Establishing HIRARC/JSA analysis for site activities

SITE SAFETY SUPERVISORS

Requirement:

- ✓ Competent Safety Supervisor with Yellow Book
- ✓ Minimum two years experience in construction industry
- ✓ Well versed in safety procedures and OSHA
- ✓ Assist the Safety Health (SHO) in implementing safety measures

Responsibilities:

- ✓ To manage and supervise the entire progress of construction works
- ✓ Identify, evaluate and resolve problems at construction sites
- ✓ Verify contractor's work and confirm work in accordance with Contract conditions



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SITE SUPERVISORS

Requirement:

- ✓ At least SPM qualifications with 5 years experience
- ✓ Those with Diploma in Civil Engineering or any other related qualifications with experience in construction industry can also be considered
- ✓ Physically fit and able to work with minimum supervision
- ✓ Pay attention to details and able to deal with people at all levels

Responsibilities:

- ✓ Liaise with consultant, supplier and contractor on technical matters
- ✓ Verify contractor's work and confirm work in accordance with Contract conditions
- ✓ Prepares daily report
- ✓ Monitors work progress and quality control

SURVEYORS/ASSISTANT SURVEYORS

Requirements:

- ✓ Certificate in Land Surveying
- ✓ Minimum 3 years experience in Construction Industry

Responsibilities:

- ✓ Plan and survey land, marking of outlines for works to be carried out
- ✓ Coordinate and handle all scope of survey works at the project site
- ✓ Comply with all statutory and company rules and regulations regarding survey works
- ✓ Able to work on rest days and public holidays

EXCAVATOR/CRANE/GRADER OPERATORS

Requirements:

- ✓ Certificate to operate an advantage
- ✓ Related working experience
- ✓ Able to work independently



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SUPPORTING STAFF

SITE OFFICE MANAGERS

Requirements:

- ✓ Diploma /Degree in Business Studies/Administration/Management or equivalent
- ✓ Well versed in Microsoft Office Skills
- ✓ A few years experience in related field is an advantage

Responsibilities:

- ✓ Responsible to coordinate with all department heads on the resource requirements
- ✓ Managing budget for office supplies, and ensure proper maintenance of office equipment and fixed assets
- ✓ Responsible for providing secretarial/administrative assistance and support to the respective supervisors

HUMAN RESOURCE EXECUTIVES

Requirements:

- ✓ Degree in Human Resource Management, Social Sciences or related field
- ✓ Minimum 3 years of working experience in handling full spectrum of HR
- ✓ Familiar with Sarawak Labour Ordinance and related HR statutory laws
- ✓ Understands HR confidentiality at all times and able to work with minimum supervision
- ✓ Meticulous at all times with highly committed positive work attitude

Responsibilities:

- ✓ Ensure all information for new staff are complete for payroll processing
- ✓ Ensure that OT, allowances and other payments are submitted to HR for processing
- ✓ Liaise with Managers and/or Supervisors on final payment for resigned staff
- ✓ Update monthly headcount, leave application and other staff benefits

ACCOUNTS/FINANCE EXECUTIVES

Requirements:

- ✓ Degree in Accountancy/Commerce/Finance or relevant qualification
- ✓ Relevant working experience will be advantageous, but fresh graduates can also apply
- ✓ Experience in using a computerized accounting system
- ✓ Meticulous and able to work under stress

Responsibilities:

- ✓ Working in a team in the following areas: General Accounting, Accounts Receivable/Payable, Management Reporting, Cost & Controlling, Fixed Asset and Cash Management
- ✓ Ensure correct and complete accounting
- ✓ Prepare cash management, forecast, financial report
- ✓ Bank reconciliation and inter-company accounts



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PURCHASING EXECUTIVES

Requirements:

- ✓ Diploma /Degree in related field studies
- ✓ Minimum 2 years work experience in Purchasing Administration, Preferably in construction industry

Responsibilities:

- ✓ Check and take necessary action on all Purchase Requisition raised
- ✓ Source and negotiate with supplier
- ✓ Generated Purchase Order
- ✓ Keep track on the delivery of material to site
- ✓ Liaise with Store personnel on availability of stocks position

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

ADMIN ASSISTANTS

Requirements:

- ✓ Diploma qualification
- ✓ Computer Literate
- ✓ Familiar with general and clerical office routine works such as typing, filing and recording
- ✓ Preferably with a few years experience at a construction site office

Responsibilities:

- ✓ Provide secretarial/administrative assistance to respective supervisors
- ✓ Coordinate the purchase of stationery, product and services for the Company



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ELECTRICIANS

Requirements:

- ✓ Wiremen competency certificate required
- ✓ Possess relevant working experience
- ✓ Willing to work long hours, on weekends and public holidays

LAB TECHNICIANS

Requirements:

- ✓ SPM school leavers from technical schools or competency certificate from relevant institutions required
- ✓ Possess relevant working experience
- ✓ Computer literate
- ✓ Willing to work long hours, on weekends and public holidays

MECHANICS

Requirements:

- ✓ Competency certificate
- ✓ Preferably with 2 years working experience

DRIVERS

Requirements:

- ✓ SPM qualification
- ✓ Possess valid driving licences B2 & D
- ✓ Responsible and honest

STOREKEEPERS

Requirement:

- ✓ SPM qualification
- ✓ Possess prior working experience in store operations and control procedures

SECURITY GUARDS

Requirement:

- ✓ SPM qualification
- ✓ Mature Personality
- ✓ Male, physically healthy and mentally fit
- ✓ Willing to work long hours, on shifts, on weekends and public holidays



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TEA LADY/CLEANERS

Requirements:

- ✓ Secondary Education
- ✓ Experience not required but preferred
- ✓ Handle office equipment with care
- ✓ Always ensure daily duties are done

OTHERS

URBAN & REGIONAL PLANNERS

Requirements:

- ✓ Degree in Urban & Regional Planning or equivalent
- ✓ Good government policies and business analytical skills
- ✓ Good interpersonal, planning and organizational skills
- ✓ Excellent written and communication skills in English & Bahasa Melayu
- ✓ Fresh graduates are welcome

Responsibilities:

- ✓ Collect, review and analyse data
- ✓ Ability to perform spatial planning and analysis
- ✓ Collect market & economic data and make analysis

DRAUGHTPERSONS

Requirements:

- ✓ Certificate or Diploma in Mechanical Engineering
- ✓ Fluent in CAD, for mechanical services (ACMW & Piping)
- ✓ Must understand to read a drawing for other services (Architectural, C&S, Electrical etc)
- ✓ Minimum five(5) years experience in contractor's field (M&E)

Responsibilities:

- ✓ Prepare coordination drawing plan along with details & sections of M&E services
- ✓ Superimpose all services of drawing correctly in order to construct at site
- ✓ Prepare the proper & informative drawing for site construction