



PLANNING/QAQC ENGINEERS

JOB DESCRIPTION

Main duties/Responsibilities:

- Assist Project to define project requirements by identifying project milestones, phases, and elements, establishing project budget.
- Data-mine for the purpose of assisting Planner in the development of a detailed project schedule which includes administrative tasks and all sites involved in the project.
- Monitors project progress by tracking activity and recommending actions.
- Data mining, assisting in data-mining and benchmarking.
- Communication plan and reporting.
- Contributes to team effort by accomplishing related results as needed.
- Assist in preparing and/or editing meeting minutes, presentations and tables.

Requirements:

- Diploma or Bachelor Degree in Mechanical/Electrical Engineering, Civil Engineering or Project/Construction Management or related field.
- 3-5 years of experience supporting Project Managers in the delivery of development projects.
- Proficient in AutoCad, MS Project and/or Primavera and the MS Office Suite of products
- Effective communication skills including verbal, written and presentation skills
- Proven ability to work effectively both independently and in a team based environment
- Demonstrated willingness to be flexible and adaptable to changing priorities
- Strong multi-tasking and organizational skills



ICT ENGINEER

JOB DESCRIPTION

Responsibilities:

- Assist in overall facilities & maintenance operations.
- Troubleshoot, repair and identify any issue with software, hardware and operating system.
- To be familiar with entire hardware and software system and operating system.
- Provide orientation to new users of existing technology
- Train staff about potential uses of existing technology and any security involve.
- Improvement of IT infrastructure or policy.
- Maintain current and accurate inventory of technology hardware, software and resources
- To adapt any new requirement into the system.

Requirements:

- Candidate must possess a Bachelor's Degree in Information Technology, Mechanical/Electrical or Electronic Engineering.
- Well versed in AutoCad. Must have knowledge of common desktop applications, (i.e., MS Office 2010, antivirus, anti-spyware scan, adobe etc.)
- Must have knowledge in PC hardware architecture. Knowledge of Microsoft Windows Server is required. Must have excellent problem solving analysis skill, problem solving skill and attention to detail
- Excellent oral and written communication skills
- Required language(s): English and Bahasa Malaysia.
- Experience is not required but an advantage.