

**CLERK OF WORKS**  
**1 position available**  
*(Based at Simpang Renggam, Johor)*

**Responsibilities:**

- Liaise and coordinate with internal and external parties, i.e: other divisions in the company, Clients/End-User, Consultant, Contractor and Authorities.
- Ensure the Project/Construction are in accordance with the requirements and specification in the contract and other regulatory bodies.
- Check and verify all the submission/report/claim prepared by contractor and ensure all documents are properly recorded, maintained and filed.
- Coordinate/supervise/monitor/verify contractor's work at site as per work program and resolve any arising site matter accordingly.
- Closely monitor the project progress within time, budget and quality as per contract through/conduct the progress/technical meeting, site inspection, discussion etc.
- Preparation of paper works (Site Memo, Site Diary, etc.)
- Check and verify all the submission/report/claim prepared by Contractor.
- Any other relevant task given by the Superior/Management.

**Requirements:**

- Possess a Diploma in Civil Engineering from a recognised University / College.
- Minimum 10 years of relevant working experience in the related field and registered as Inspector Of Work (I.O.W) with BEM.
- Possess good interpersonal, communication and report writing skills.
- Experience in Civil and Infra Works are added an advantage and able to work with minimum supervision.
- Strong analytical and problem solving skills.
- To be stationed at Project Site in Simpang Renggam, Johor.

Interested applicants are encouraged to send CV via email to [humanresource@pblt.com.my](mailto:humanresource@pblt.com.my)

Posting Date: 3 November 2020