SITE REPRESENTATIVE

1 position available - contract

(IPD Batu Pahat, Johor)

Responsibilities:

- The selected candidate will assist Project Manager in the day-to-day activities in managing the assigned projects i.e. Project Management and/or Facility Management ("FM").
- Assist on the preparation of project reports and other related documents (Memorandums, Purchase Orders, Working Papers, Letter to contractors/consultants etc.)
- Assist in liaison and coordination with internal and external parties, i.e. other Divisions in the company, Authorities, Clients, Consultant etc.
- Assist in ensuring the Pre-Contract, Implementation and Post-Contract stages of project/FM are in accordance with the Company's SOP, Client's needs, Contract requirements, other regulatory bodies requirements etc.
- Assist in verification of workdone by contractors/consultants/vendors for Progress Payment purposes etc.
- Assist in preparation of projects' Interim Progress Claim for contractors/consultants/vendors.
- Any other relevant tasks given by the Superior/Management of PBLT Sdn. Bhd.

Requirements:

- Possess minimum a bachelor's degree in engineering (Civil/Mechanical/Electrical)/ Building/ Facility Management.
- Minimum 3-5 years experience in Project Management and 1-2 years experience in Facility Management.
- Experienced in the FM works particularly in implementation of preventive and corrective maintenance for Mechanical/Electrical Services.
- Possess good communication and report writing skills.
- Proactive and able to work with minimum supervision.
- Possess good interpersonal with high integrity
- Must be willing to travel.
- Local candidates are preferred.

Interested applicants are encouraged to send CV via email to humanresource@pblt.com.my

Posting Date: 25 May 2021