

VACANCY

SHORT TERM EMPLOYMENT PROGRAMME (MySTEP)

EXECUTIVE/ SENIOR EXECUTIVE - QUANTITY SURVEYOR

1 position available
(Cyberjaya, Selangor)

Responsibilities:

- To prepare, review & compile tender document, contracts, budgets, bills of quantity and other documentation.
- To liaise with contractor, consultants & sub-contractor for pre-contract works and proposed solutions to meet client obligations.
- To perform in BQ duties in contracts, taking off, site measurements/variation and etc.
- To manage and advise on contractual requirement/issues.
- To identify potential financial or contractual risks.
- To involve in any other relevant of Pre-Contract and Post-Contract issues.
- To evaluate variation analysis, recommendation and cost control functions.
- To prepare cost analysis project/maintenance work.
- To prepare financial cash flow and cost reports.
- To ensure all tender documents, Letter of Awards, BQ, contract documents, quotation submission and etc. are in order.
- To prepare and verify monthly progress claim, site valuation, variation orders and final account.
- To coordinate and work on costing to participate in tender.
- To prepare Proposal, RFP dan daily check on tender advertise.
- Any other relevant tasks given by the Superior/Management of PBLT Sdn. Bhd.

Requirements:

- Possess minimum a Bachelor's Degree in Quantity Surveying from recognised university.
- Fresh Graduate or unemployed.
- Willing to work with time constraints, a meticulous approach and strong contractual background and well verse with construction unit rates.
- An eye for detail, strong negotiation, interpersonal, 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.

Benefits:

- Minimum Salary: RM2,000.00 per month (include EPF & SOCSO)
- Annual Leave, Medical Leave

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

Posting Date: 29 June 2021