

# **VACANCY**

## **SHORT TERM EMPLOYMENT PROGRAMME (MySTEP)**

### **SITE TECHNICAL COORDINATOR**

**1 position available - Contract**  
*(IPK Terengganu, Terengganu)*

#### **Responsibilities:**

- Liaise and coordinate with internal and external parties, i.e: other divisions in the company, Clients/End-User, Consultant, Contractor and Authorities.
- Assist on reviewing the drawings/proposals submitted by the contractor for recommendation to Client & ensure the submissions are in accordance with the requirements.
- 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.
- Assist in carrying out the periodical QA/QC inspection on the project.
- Preparation of paper works (Site Memo, Site Diary, etc.)
- Check and verify all the submission/report/claim prepared by Contractor.
- Monitoring the performance of the contractor team, consultant team and site staff in carrying out their duty/responsibility to the project.
- Any other relevant task given by the Superior/Management.

#### **Requirements:**

- Possess minimum a Bachelor's degree in Mechanical/Electrical engineering/any other equivalent from a recognised University.
- Possess good interpersonal, communication and report writing skills.
- Strong analytical and problem solving skills.
- Proactive and able to work with minimum supervision.
- Possess good interpersonal with high integrity
- Must be willing to travel.
- Fresh Graduate and unemployed are encouraged to apply.
- Local candidates are preferred.

#### **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](mailto:humanresource@pblt.com.my)

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