

VACANCY

SHORT TERM EMPLOYMENT PROGRAMME (MySTEP)

PROJECT EXECUTIVE

1 Contract position available
(Cyberjaya, Selangor)

Responsibilities:

- The selected candidate will assist Project Manager in the day-to-day activities in managing building and infrastructure projects.
- The selected candidates will also be assisting the Project Manager in the implementation of project management.
- Assist on liaison and coordination with internal and external parties, i.e: other division in the company, Clients, Consultant and Authorities.
- Assist in ensuring the Pre-Contract, Implementation and Post-Contract stages of project works are in accordance to the requirements and specification of Client's need and other regulatory bodies.
- Provide technical support to the project team as and when required.

Requirements:

- Possess a Degree in Civil & Structure/Mechanical & Electrical/Architecture/Quantity Surveying or equivalent from recognized university.
- Minimum 1-2 years experience in related filed.
- Possess good interpersonal and communication skills.
- Able to work with minimum supervision.
- Effective Project Management skills.

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

Posting Date: 23 June 2022