

## **SENIOR EXECUTIVE (ARCHITECTURE)**

**1 position available - contract**

***(Cyberjaya, Selangor)***

### **Responsibilities:**

- The selected candidate will assist the Facilities Team for the planning and execution project implementation activities. To ensure the implementation process executed shall comply to the PBLT SOP, timely and within the budget at every stage of implementation.
- To carry out the scope of works to ensuring that works is completed according the specification (within the time, budget, quality of material, inspection, monitoring of maintenance schedule, Clients need, contract requirement and other regulatory bodies requirements).
- Ensure any tasks and decision makings are made in accordance with company's policies and procedures.
- To assist in coordinating and planning for preparation of initial design and development for project as well as to prepare/assist on the preparation of maintenance document for tender.
- To act to all correspondences, technical submittals and reports etc. submitted by the contractor accordingly.
- Responsible to assist or the preparation Materials of Meeting (BOD Paper, All- Sub BOD Committees paper, Project Steering Committee Paper, slide presentation, etc.), and all other documentations/contract administration ie. Memo, Letter, Interim Payment Certificate, Contracting Strategy etc.)
- Liaison, coordination and handle meeting with internal and external parties, i.e. other Divisions in the company, Authorities, Clients, Consultant etc.
- Any other relevant tasks given by the Superior/Management of PBLT Sdn. Bhd.

### **Requirements:**

- Possess minimum a bachelor's degree in Architecture.
- Minimum 5 years experiences in related field.
- Well versed in Words, Excel, Microsoft Project, Power Point, Auto Cad, etc.
- Excellent in organizational, planning and time management skills.
- Possess good communication and report writing skills with high accuracy and attention to detail.
- Proactive and able to work with minimum supervision.
- Possess good interpersonal with high integrity.
- Good teamwork skills in collaborate, cooperate, coordinate, mediate, negotiate and exchange ideas.
- Problem solving skills and analytic thinking.
- Able to work under pressure in order to meet tight working schedule and deadlines.
- Must be willing to travel.

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

Posting Date: 16 June 2025