

SENIOR EXECUTIVE (C&S)

1 position available - contract

(Cyberjaya, Selangor)

Responsibilities:

- To assist the preparation of feasibility studies such as scope of works, site visit, site visit report and preliminary planning.
- The selected candidates will also be assisting the Project Team 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.
- Ensure all the steps/procedures are adhere for project implementation at pre and post contract in accordance to SOP, brief/requirement from client, industry specifications, Authority and etc.
- Assist in ensuring the Pre-Contract, Implementation and Post-Contract stages of project works
- Provide technical support to the project team as and when required.
- To assist monitoring the construction/maintenance works in progress within the time, budget and quality as per contract.
- To assist on preparation of paper works and material for meeting (BOD Paper, All- Sub BOD Committees paper, Project Steering Committee Paper, Contract Management Committee Paper, slide presentation, etc.), and all other documentations/contract administration ie. Memo, Letter, Interim Payment Certificate, etc.)
- To assist in planning and conducting the required meetings.
- Any other relevant tasks given by the Superior/Management of PBLT Sdn. Bhd.

Requirements:

- Possess minimum a bachelor's degree in Engineering (Civil & Structural)
- Minimum 10 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 skills with high integrity.
- Good teamwork skills in collaborate, cooperate, coordinate, mediate, negotiate and exchange ideas.
- Able to work under pressure in order to meet tight working schedule and deadlines.
- Must be willing to travel.
- Knowledge in BIM, Qlassic & GBI will be an added advantage.

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

Posting Date: 12 June 2025