

## **EXECUTIVE QUANTITY SURVEYOR**

**1 position available - contract**  
*(Cyberjaya, Selangor)*

### **Responsibilities:**

- Manage pre-contract and post-contract activities for construction and maintenance projects.
- Prepare, review, and coordinate tender documents, cost estimates, budgets, and Bills of Quantities (BQ).
- Liaise with consultants, contractors, and stakeholders to ensure smooth project delivery and contractual compliance.
- Evaluate tenders, variation orders (VO), consultants' fees, and contract-related documentation.
- Administer contracts, including interim payments, final accounts, and financial reporting.
- Monitor project costs, cash flow, and budgets while identifying and mitigating contractual and financial risks.
- Prepare cost analyses, project financial reports, and support cost control initiatives.
- Ensure proper documentation, warranties, operation manuals, and as-built drawings are completed upon project completion.
- Support project planning, contract administration, and perform other duties assigned by management.
- Any other relevant tasks assign by the Superior/Management of PBLT Sdn. Bhd.

### **Requirements:**

- Possess minimum a Bachelor's Degree in Quantity Surveying
- Minimum 3 – 5 years experiences in related field.
- Developer / contractor experience would be an advantage.
- Good 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)

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