

PROJECT EXECUTIVE
2 position available - contract
(Cyberjaya, Selangor)

Responsibilities:

- Develop and maintain detailed project schedules using Microsoft Project.
- Prepare baseline, revised, and recovery work programmes for new and ongoing projects.
- Coordinate manpower, equipment, procurement, logistics, and construction sequencing plans.
- Review and evaluate contractors' work programmes to ensure compliance with project requirements and contract obligations.
- Monitor project progress, analyze schedule performance, and recommend corrective actions where necessary.
- Prepare monthly progress updates and reports for project stakeholders.
- Review and assess Extension of Time (EOT) submissions, supporting documentation, and provide recommendations.
- Coordinate committee meetings and prepare documentation related to EOT approvals.
- Assist in feasibility studies, project planning, and pre-construction activities.
- Coordinate with clients, consultants, contractors, authorities, and internal departments throughout project execution.
- Support contract administration, procurement, tender documentation, consultant appointments, and project approvals.
- Monitor project performance to ensure work is completed within schedule, budget, quality, and contractual requirements.
- Review technical submissions, reports, testing & commissioning results, and project documentation.
- Coordinate inspections, certifications, and project close-out activities, including final accounts and customer satisfaction assessments.
- Maintain proper project records, correspondence, and compliance documentation.
- Prepare reports, presentations, meeting minutes, and project-related correspondence.
- Any other relevant tasks given by the Superior/Management of PBLT Sdn. Bhd.

Requirements:

- Possess minimum a bachelor's degree in Architecture/Civil & Structure/ Mechanical & Electrical.
- Minimum 3 - 5 years experiences in related field.
- Well versed in Words, Excel, Power Point, Microsoft Project/Primavera 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.
- 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

Posting Date: 21 July 2026