



**I. Company** : PJD Construction Sdn. Bhd.

**II. Division & Department:** Construction

**III. Designation** : Planning and Technical Manager

**IV. Job Descriptions/Job Responsibilities:**

- Liaison with relevant government departments, consultants, contractors and sub-contractors on project matters
- To assist in preparation of project quality plans and methods statements
- To assist in tender preparation and proposed submission including preparation of method statements, work schedule and logistic planning
- Responsible for construction planning, monitoring and progress reporting of projects
- To ensure that works are carried out in adherence to an agreed time schedule
- Co-ordinate and negotiate technical matters related to design, specifications, samples and drawings
- Prepare construction methodology, logistic planning and value engineering for tender and project implementation

**V. Job Requirements:**

- Degree in Civil Engineering / Building Technology / Architectural
- Hands-on experience at construction site
- Experience in both building and civil work
- Computer literate (e.g. Microsoft Words, Excel, Microsoft Project/ Primavera software)
- Relevant design experience in building and construction supervision

**VI. Work Location** : Faber Tower

**VII. HR Contact Details (HR Contact No., Address and E-mail):-**

Contact Name : Maddy / Jasbinder  
Telephone No. : 03-2162 1111 (ext. 223 / 204)  
E-mail : [recruitment.oskh@oskgroup.com](mailto:recruitment.oskh@oskgroup.com)  
Address : Level 17, Plaza OSK, Jalan Ampang, 50450 Kuala Lumpur

**VIII. Closing Date** : 30 November 2017