



I. Company : PJD Construction Sdn. Bhd.

II. Division & Department: Construction

III. Designation : Contracts Executive

IV. Job Descriptions/Job Responsibilities:

- Carry out measurement and taking off quantities from drawings and prepare cost estimate for tender purpose;
- Obtaining quotations from suppliers / subcontractors and updating building cost data bank;
- Assisting in cost control analysis, method statements, procedures, programmes and project cash flow forecast;
- Preparation of contract claims and valuation of work done;
- Prepare internal certification of work and material supplied by subcontractors and suppliers;
- Preparation of cost estimates and bills of quantities;
- Preparation of tender submission including necessary attachments;
- Negotiation with subcontractors and suppliers and recommend award or purchase;
- Post contract administration;
- Cost control and analysis;
- Preparation of contract budget.

V. Job Requirements:

- Candidate must possess at least a Diploma / Advanced / Bachelor's Degree in Quantity Surveying / Building Technology.
- At least 4 years relevant working experience in construction industry / environment.
- Hands-on experience in construction site.
- Initiative and able to work independently under minimum supervision.
- Full-Time position(s) available.

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

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

VII. Closing Date : 30 April 2017