



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 5 year(s) of working experience in the related fields is required for this position.
- Hands-on experience in construction site.
- Initiative and able to work independently under minimum 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
Address : Level 17, Plaza OSK, Jalan Ampang, 50450 Kuala Lumpur

VIII. Closing Date : 30 November 2017