



**I. Company :** OSK Construction Sdn Bhd  
(Formerly known as PJD Construction Sdn Bhd)

**II. Division & Department:** Construction

**III. Designation :** QAQC Engineer

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

- To assist the maintaining the company's ISO implementation and to ensure the company's practices and procedures are compliance with the ISO requirements.
- To prepare the company for ISO internal audit as well as external audit.
- To assist QA/QC Manager and Project Manager / PIC in the preparation, implementation, monitoring and maintenance of the QSH management system for all site and HQ.
- To implement relevant policies, activities, procedures and instructions as required by the QSH management system.
- To control, issue and distribute QSH documents to all recipients (site and HQ) etc checklist.
- To assist Project Manager (PM) to liaise with the relevant Authority / Clients for site matters (Quality issues).
- In-charge of Quality Assurance / Quality Control for the site to ensure a proper procedure testing are carried out accordingly and complying with the required standard.
- Assist PIC / PM to prepare and update PQSHP, Inspection Testing Plan (ITP) and Work Method Statement.
- Support project operations by reviewing individual project workmanship, conducting field inspection and reporting findings to projects and management.
- To coordinate with ISO Internal Audit Team on audit process.
- To undertake any other duties and responsibilities as assigned by the superior.

**V. Job Requirements:**

- Candidate must possess at least a Bachelor's Degree, Post Graduate Diploma, Professional Degree in, Engineering or equivalent.
- At least 3 years of working experience in the related field is required for this position.
- Applicants must be willing to work in Taman Desa, Petaling Jaya and travel to project sites (in and out of Klang Valley)
- Preferably Junior Executives specializing in Quality Control/Assurance or equivalent.
- Full-Time position(s) available.

**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)  
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**VIII. Closing Date :** 31 May 2018