



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

**II. Division & Department:** Construction

**III. Designation :** Site Supervisor

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

- Estimate manpower requirements, supplies and materials needed and make requisitions to immediate superior
- Responsible for checking all construction drawings and highlight discrepancies or lack of information and following up
- Supervise, control, co-ordinate and monitor the activities of workers engaged at the construction site by ensuring that all works are carried out in accordance to schedules, drawings, specifications and client's requirements. Issue site instructions and / or non-compliance report to subcontractors and follow through to completion of rectification work
- Where necessary may recommend improvements and modifications in design and construction techniques
- Verify checklist and daily record of all activities at the construction site and attend relevant meetings
- Assist superior in preparation of reports and necessary documents
- Carry out inspection and test activities using the various checklists in the system
- Ensure proper storage and protection of materials and responsible for stock control and wastage control
- Keep proper record of quality assurance form / inspection form / checklists
- Ensure safety and health requirements are complied
- Implement any and all relevant policies, procedures and work instruction as defined in the Company's Quality Management Systems

**V. Job Requirements:**

- Candidate must possess at least a Professional Certificate, Bachelor's Degree, Post Graduate Diploma
- Professional Degree, Engineering (Civil) or equivalent
- At least 5 year(s) of working experience in the related field is required for this position
- Fluent in English and Malay language
- Must be willing to work in Genting Permai, Pahang / Kuantan, Pahang
- Full-Time position(s) available

**VI. Work Location :** Genting Permai / Kuantan

**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 :** 31 May 2018