

## **PLANNER**

### **Job Description**

- Assist in evaluating of proposal, value add and conduct VE where applicable
- Assist in ensuring the consistency between plans, specifications and the construction programme.
- Assist in ensuring smooth progress of project implementation through close coordination with consultants on all planning and technical issues
- To ensure the project is completed within the deadline and required quality standard through thorough tracking of construction schedule and progress
- Assist in ensuring proper record and documentation of all matters related to EOT and VOs
- Programme analysis on any related news that may impact the programme e.g. EOT, VOs, procurement, engineering, etc.

### **Job Requirement**

- Degree in Civil Engineering or M&E Engineering or related disciplines
- Good knowledge on development statutory and authority requirements, design by-law guidelines
- Good knowledge and understanding of construction detailing and specifications
- Has an eye for details and meticulous in enforcing high standards of construction works
- Good skill in Microsoft Office including Microsoft Project
- Result driven, pro-active and good interpersonal and communication skills
- Knowledge in ISO 9001 & ISO 14001
- Prior experience with consulting firm would be an advantage
- Registered Professional Engineer qualification would be an advantage

## **CONTRACT EXECUTIVE**

### **Job Description:**

- Preparation of Project Estimation and pre-qualification of tenderers.
- Planning, managing, measuring and editing bill of quantities and tender documents.
- Calling tenders, evaluation of tenders and preparation of tender reports.
- Preparation of letter of award and contract documentation.
- Attend client and consultant meeting (CCM) and site meetings.
- Prepare progress payment claim.
- Conduct site valuation for contractor's claim for work done.
- Evaluation of variation order and final account settlement.
- Any other duty as directed by management.

### **Job Requirements:**

- Degree in Quantity Surveying or its equivalent
- At least 3 years working experience in contractor firm preferably in Quantity Surveying in Construction/Building/Engineering.
- Highly motivated, independent and able to work within tight datelines

## **QUANTITY SURVEYOR**

### **Job Purpose:**

- To assist in efficient support for pre and post contract management from procurement, award and
- finalizing account
- To monitor progress of ongoing contract and proactively manage issues/ potential issues
- To perform and complete all duties and/ or special task assigned

### **Accountabilities:**

- Undertake review of tender documents/ contract documents for tenders and new contracts for award.
- to comply and adhere to all matters pertaining to Quality, Safety & Health and Environment related to job scope and workplace as required by the company.
- Ensure contractual compliances requirements e.g. performance bonds, advance payment bonds, and insurances.
- Drafting of correspondences
- Attend project meetings and meetings with clients and consultants.
- Progress evaluation and certification
- Prepare relevant costing and estimates
- Compile variation orders and contractual claims
- Supervision and guidance of Contracts Executive
- Any other matter as may be directed by Superior, the HOD/Director

### **Requirements:**

- Degree in Quantity Surveying or Engineering or equivalent
- Minimum of 3 years of relevant working experience in construction and development
- Proficient in both oral & written in English & Bahasa Malaysia
- Good interpersonal & analytical skill
- Able to work independently & maintain