



PR/158938 | Senior Executive, Contracts (Building & Construction industry)

Job Information

Recruiter[JAC Recruitment Malaysia](#)**Job ID**

1541015

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

May 20th, 2025 12:39

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company and Job Overview

Our client is a multinational building and construction company located in Petaling Jaya is looking for a talent in handling tender documents, preparing progress payments, and conducting valuations.

Job Responsibilities

- Conduct the tendering process and assist with cost verification.
- Handle claims and prepare final accounts and budget reports for projects.
- Attend project and site meetings as needed.
- Source and evaluate contractors and consultants.
- Perform Value Engineering to optimize cost and quality.

Job Requirements

- Hold a Degree or Diploma in Quantity Surveying, Civil Engineering, Construction Management, or a related field, with at least 5 years of tender documentation experience.
- Experienced in tender documentation, progress payment preparation, valuation, and final accounts.
- Proficient in Mandarin to liaise with main contractors and subcontractors based in China.
- To be considered for this role, the relevant rights to work in Malaysia are required. Candidates who require work pass need not apply.

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Company Description