



PR/159364 | Contract Executive (MEP) - Construction Industry

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1552478

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

December 10th, 2025 04:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Overview: -

Our client is an international Design & Build construction company, specializing in the design and construction of industrial buildings, warehouses, data centres, commercial buildings and more. They are currently looking to hire a **Contract Executive (MEP)** to support their Contract Department, particularly in the Mechanical, Electrical & Plumbing (MEP) scope of work.

Job Responsibilities: -

- Assist in preparing tender documents, cost estimation and bill of quantities (BQ) for MEP works
- Evaluate and compare quotations from suppliers and subcontractors
- Support in contract administration including issuance of Letter of Award, Work Orders, Variation Orders, etc
- Monitor project cost and progress claims for MEP related packages
- Assist in managing and preparing monthly progress claims, certifications and final accounts
- Handle documentation for procurement, tendering and contract agreements
- Liaise with consultants, subcontractors and internal departments for project updates and technical clarifications.
- Ensure compliance with contract terms, project timelines and quality standards

Job Requirements: -

- Candidate must possess at least a Diploma/ Degree in Quantity Surveying, Mechanical/ Electrical Engineering or equivalent.
- Minimum 2-3 years working experience in Contract or QS role, preferably construction or MEP related projects.
- Basic knowledge of MEP systems (Electrical, Plumbing, HVAC, etc) is required
- Able to understand tender drawings, specifications and contract documents
- Good communication and coordination skills with internal and external parties
- Able to work independently and willing to travel to project sites if needed
- Proficient in Microsoft Office (Excel, Word) AutoCAD or any QS software is an advantage

#LI-JACMY

#Countrymalaysia

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Company Description