



## 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**

August 5th, 2025 14:00

### 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 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

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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