



PR/159678 | Quantity Surveyor (Construction Industry)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1562356

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

October 21st, 2025 10:10

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 Information

A construction company based in Damansara is currently looking for a QS position to support our construction projects by managing costs, preparing contracts, and ensuring financial efficiency while maintaining quality standards

Key Responsibilities

- Prepare cost estimates, tender documents, and bills of quantities (BQ) including detailed measurement and valuation of works.
- Manage contracts and documentation, including variation orders, interim valuations, claims, and final accounts.
- Oversee procurement processes: evaluate subcontractor/supplier quotations, negotiate terms, and recommend vendors.
- Monitor project budgets, expenditures, and cash flow to ensure cost efficiency and compliance with financial targets.
- Conduct feasibility studies, cost analysis, and risk assessments to support planning and decision-making.
- Prepare and present financial and progress reports to management, consultants, and clients.
- Collaborate with project managers, engineers, subcontractors, and clients to resolve cost or contractual issues.

- Attend site meetings and inspections, providing input on cost implications for design changes or variations.
- Maintain accurate records, documentation, and reports for audits and project references.

Key Requirements

- Degree/Diploma in Quantity Surveying, Construction Management, Civil Engineering, or a related field.
- Fresh graduates are welcome. 1–5 years of relevant experience is an added advantage.
- Strong knowledge of tendering, procurement, contract management, and construction drawings.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint); experience with QS software such as CostX/Glodon/Buildsoft is an advantage.
- Strong numerical, analytical, and problem-solving skills with attention to detail and accuracy.
- Excellent negotiation, communication, and interpersonal skills for dealing with clients, suppliers, and teams.
- Ability to multi-task, work under pressure, and meet deadlines in both office and site environments.
- Certifications (Preferred but not mandatory)

CIDB Green Card (Construction Personnel Registration) - Highly Preferred

- Relevant QS software training/certification (CostX, Buildsoft, Glodon)

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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Company Description