



PR/160239 | Contract Executive (Senior) - Design & Build Japanese contractor based in PJ

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1581827

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

March 24th, 2026 08:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

JOB RESPONSIBILITIES:**Contract Administration**

- Manage pre- and post-contract activities for M&E and construction projects.
- Review, evaluate, and verify subcontractor quotations, progress claims, and payment certificates.
- Prepare and manage contract documentation, variation orders, extension of time (EOT) claims, and final accounts.
- Ensure contract terms, pricing structures, and deliverables comply with project requirements.

Cost & Financial Control

- Support cost estimation, budgeting, and monitoring of project expenditures.

- Review overall costing status and support internal audits to ensure financial accuracy and compliance.
- Identify discrepancies, potential risks, and cost-saving opportunities.

Tender & Procurement Support

- Participate in tender preparation, bid analysis, and proposal submission.
- Support procurement processes by coordinating with suppliers and subcontractors.
- Ensure accurate documentation and comparison of technical & commercial packages.

Compliance & Documentation

- Ensure adherence to company Quality Management System (QMS) and Japanese engineering standards.
- Maintain updated contract records, correspondence logs, and documentation for internal and external audits.
- Assist with company-wide compliance programs as needed (similar to other senior roles).

Coordination & Stakeholder Communication

- Liaise with internal stakeholders: Project Managers, Engineers, Finance, QA/QC, and Procurement teams.
- Interface with external parties: subcontractors, suppliers, consultants, clients, and authorities.
- Participate in meetings and provide contract-related updates and analyses.

JOB REQUIREMENTS:

- Degree/Diploma in Quantity Surveying, Contract Management or related fields.
- Minimum 5–7 years experience in contract administration within M&E, HVAC, cleanroom, utilities, or construction industries.
- Strong analytical skills with understanding of costing, tender evaluation, and contract terms.
- Proficient in Microsoft Excel, Word, PowerPoint; familiarity with contract or costing software is an advantage.
- Able to speak in Mandarin is added advantage
- Ability to work independently, handle multiple deadlines, and coordinate across departments.
- High integrity, attention to detail, and commitment to quality and compliance.

BENEFITS:

- Career advancement opportunities.
- Attractive remuneration, performance bonuses, medical benefits, insurance & company trips.
- Mileage/toll/parking reimbursement & allowances.
- Training and development with Japanese engineering standards.

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#Countrymalaysia

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