



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

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント マレーシア

求人ID

1552478

業種

土木

雇用形態

正社員

勤務地

マレーシア

給与

経験考慮の上、応相談

更新日

2025年08月19日 10:01

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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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会社説明