



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

### 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

1581827

#### 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

2026年03月24日 08:00

### 応募必要条件

#### 職務経験

6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

無し

#### 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

#### 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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