



**JOB'S VACANCY 2017**

**1) ADMIN CLERK**

**JOB REQUIREMENTS**

- Basic computer skills and Microsoft Office
- Min SPM
- working day - monday to friday
- working hour- 8.00am - 5.00pm
- have own transport
- prefer female
- hardworking, self independence and motivated
- Ability to work under pressure /work overtime & meet deadlines to get things done
- Mature, honest & trustworthy.
- 1-2 Year experience welcome
- Non-Smoking is priority

**JOB RESPONSIBILITIES**

- Issue Quotation, Contract and Invoice
- Handling Tendre Document, agreement, sub-contractor & main-contractor
- Handle clerical and administrative duties

**Salary** : RM 1500 - RM 2 000 per month

**2) Sn QUANTITY SURVEYOR**

**JOB REQUIREMENTS**

- Min Diploma/ Degree in Quantity Surveying
- have own transport
- prefer female
- hardworking, self independence and motivated
- Ability to work under pressure /work overtime & meet deadlines to get things done
- Mature, honest & trustworthy.
- 2-3 Year experience welcome
- Non-Smoking is priority

**JOB RESPONSIBILITIES**

- Prepare tender documents/contract budget/BQ related
- Attend site meeting & site valuation.
- Provide quantity for all material according
- Prepare material budget and cost estimation
- Handling invitation of quotation, negotiation, subcontractor award,
- material sourcing and procurement.

**Salary** : RM 2500 - RM 3 000 per month



### **3) PROJECT ENGINEER/MANAGER**

#### **JOB REQUIREMENTS**

- Min Diploma/ Degree in Civil Engineering or equivalent.
- have own transport
- hardworking,self independence and motivated
- Ability to work under pressure /work overtime & meet deadlines to get things done
- Mature, honest & trustworthy.
- 2-3 years experience in civil
- Non-Smoking is priority

#### **JOB RESPONSIBILITIES**

Responsible for the overall management of the projects assigned, project co-ordination including supervision, work schedule planning, materials planning, site reports and meetings,and monitoring all according to schedule generally.

**Salary :** RM 3500 - RM 4 500 per month

### **4) SITE ENGINEER**

#### **JOB REQUIREMENTS**

- Minimum Diploma in Civil Engineering or equivalent.
- have own transport
- hardworking,self independence and motivated
- Ability to work under pressure /work overtime & meet deadlines to get things done
- Mature, honest & trustworthy.
- 2-3 years experience in civil
- Non-Smoking is priority

#### **JOB RESPONSIBILITIES**

- Assist the Project Manager in planning and execution of project on site.
- To ensure all works are carried out in accordance to the drawings specifications construction plan and follow the procedures.
- To liaise with authorities.
- To attend meeting with client and consultant to ensure smooth progress of the project and good quality of the work.
- Undertake any other task and responsibilities as assigned by project manager/director.
- To undertake any all other duties and responsibilities as instructed.

**Salary :** RM 2500 - RM 3000 per month



## **5) SAFETY OFFICER**

### **JOB REQUIREMENTS**

- YELLOW BOOK HOLDER
- Certificate/Diploma in Engineering (Environmental/Health/Safety) or equivalent.
- have own transport
- hardworking, self independence and motivated
- Ability to work under pressure /work overtime & meet deadlines to get things done
- Mature, honest & trustworthy.
- 1-3 years experience in safety management
- Non-Smoking is priority

### **JOB RESPONSIBILITIES**

- Inspection for all safety and health duty on site.
- Promote safe and healthy working environment within the site compound.
- Attend toolbox meeting and briefing.
- Conduct site training, safety and health campaign.
- Ensure site activities carry on based on rule & regulation and SHE procedure and ensure safety standard is 100% achieved.
- Assist in development of safety & health policy and procedure.
- Prepare safety related report.

**Salary** : Basic Salary RM 3000 - RM 5000.

**To apply , e-mail with CV to [hr@kurniaekuiti.com](mailto:hr@kurniaekuiti.com)**