



**GOLDEN PHAROS
BERHAD**

(198601003051), (152205-W)

WE'RE HIRING PROJECT EXECUTIVE

- ✓ Bachelor's Degree in Agriculture, Agronomy, Agricultural Engineering, or a related field.
- ✓ Minimum 3-5 years of experience in agricultural project management or a related field.
- ✓ Understanding of agricultural equipment and technology.

Please submit your CV with present and expected salary, recent photograph to hra@gpb.com.my not later than **30 November 2024**.

www.goldenpharos.com.my



**GOLDEN PHAROS
BERHAD** (199601003081)

PROJECT EXECUTIVE

Roles & Responsibilities

- Assist the manager in managing, planning, scheduling, and monitoring agricultural projects.
- Responsible for planning and managing the daily tasks of workers on each project.
- Ensure the necessary input and output are provided to workers to facilitate smooth operations.
- Monitor the work performed by each worker daily.
- Responsible for the daily task lists for assistant executives or supervisors assigned to each project.
- Prepare necessary documentation for each project.
- Prepare monthly progress reports.
- Control expenses and ensure resources are used efficiently.
- Identify and determine the root causes of problems and develop recommendations to improve agricultural systems, procedures, or programs.
- Responsible for all communication with contractors appointed to carry out work.
- Represent the department/company in dealings with other divisions within the organization or with external bodies.
- Assist the company in marketing the products obtained.
- Support the marketing team at relevant expos.
- Promote the company's products and produce.
- Prepare yield estimates for farms or projects during budget planning and subsequently oversee production operations in line with targeted estimates.
- Receive instructions and carry out tasks from superiors as required from time to time.

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