

JOIN OUR TEAM

CONTRACT EXECUTIVE

Roles and Responsibilities :

- i. Regularly monitoring and reporting financial status and expenses for ongoing projects.
- ii. Preparing all claims to the Clients.
- iii. Preparing interim payment certificate to the sub-contractors.
- iv. Preparing budgets for new projects.
- v. Preparing sub-contract documents.
- vi. Preparing detailed price for tender documents.
- vii. Ensuring the procurement of materials and services according to the contract and project requirement.
- viii. Responsible for managing and overseeing all aspects of contract between the company and clients, sub-contractors, suppliers and any other related parties.

Qualifications :

- i. Diploma or Degree in Quantity Surveying or related fields.
- ii. Minimum of three (3) years of experience in related fields.
- iii. Possess good interpersonal skills and the ability to work independently.
- iv. Proficient in Microsoft Office (Outlook, Excel, PowerPoint & Word).
- v. Highly adaptable and flexible to any working environment, people and procedures.
- vi. Ready and able to work under pressure.
- vii. Proficient in English will be an added advantage.

Kindly submit your latest CV to
hr@gpqs.com.my
before **15 November 2024**.

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Terengganu Darul Iman.