

JOIN OUR TEAM

SENIOR SITE SUPERVISOR

Job Description :

The Senior Site Supervisor is responsible for overseeing daily site operations to ensure construction activities are carried out in accordance with project plans, specifications, safety standards, and timelines. The role involves coordinating workers, subcontractors, materials, and site logistics to achieve smooth and efficient execution of work.

Key Responsibilities :

- i. Supervise and coordinate daily site activities to ensure work progresses as scheduled.
- ii. Monitor construction work to ensure it meets quality standards, specifications, and safety regulations.
- iii. Liaise with subcontractors, suppliers, and other stakeholders to ensure timely execution of tasks.
- iv. Interpret construction drawings, plans, and specifications and communicate them clearly to site personnel.
- v. Ensure proper use of materials, tools, and machinery, and minimize wastage.
- vi. Maintain detailed site records including daily progress reports, site diaries, attendance, and materials received.
- vii. Enforce health, safety, and environmental (HSE) standards and ensure workers comply with site safety rules.
- viii. Identify potential site issues or delays and escalate to the Project Manager or Construction Manager as needed.
- ix. Assist in resolving technical or operational issues on-site.
- x. Attend site meetings and briefings with clients, consultants, and management.

Job Requirements :

- i. Certificate or Diploma in Civil Engineering, Construction Technology, or a related field.
- ii. Must possess certification from CIDB as Site Supervisor.
- iii. Minimum 5 to 8 years of working experience in the construction industry, particularly on-site supervision of building or infrastructure projects.
- iv. Experience working under main contractors or developers is an advantage.
- v. Strong knowledge of construction methods, materials, and safety practices.
- vi. Able to read and interpret technical drawings and specifications.
- vii. Good leadership and team coordination skills.
- viii. Physically fit and willing to work in a site environment.
- ix. Good problem-solving skills and ability to work under pressure.
- x. Basic computer skills (e.g., Microsoft Office) and reporting software.
- xi. Committed, disciplined, and proactive in daily tasks.
- xii. Show highly respect and obedience to the superior at site and top management of the Company.

Kindly submit your latest CV to
hr@gpqsbs.com.my
before **25 July 2025**.

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