

Business Development Manager

Job Responsibilities:

- Develops and maintains relationships with new and existing clients
- Identifies and generates prospects through marketing strategies that focus on potential customers in target markets
- Tracks industry market intelligence with respect to market development, projects, competitive activity, customers, etc.
- Having strong market intelligence on competitors, identify and develop the company's unique value proposition
- Identify and develop relationships with industry professionals to generate new business opportunities
- Develops and presents relevant business proposals for new and existing clients
- Build and maintain a robust pipeline of opportunities
- Assess wins and losses that may impact future selling strategies
- Protects company's interest by keeping information private and confidential
- Closes new business deals by coordinating requirements; developing and negotiating contracts; integrating contract requirements with business operations.
- Any other task as assigned by superior

Job Requirements:

- Diploma / Bachelor's Degree in Business Administration / Management / Marketing or other equivalent.
- Minimum 2 years or 6 years (for Senior Planner) relevant working experience as a sales / business development manager or any relevant role
- Excellent presentation and marketing skills
- Must be flexible and willing to travel to provide regular on-site support (domestic and/ or international)

Account Manager

Job Responsibilities:

- Focusing on growing and developing business opportunities with existing clients and generating new business.
- Participate in tender RFQ/RFP for the assigned account.
- Establish productive, professional relationships with key personnel/department in these accounts.
- Coordinates the involvement of company personnel, including support team, and other resources, in order to meet account performance objectives and customer expectations.
- Responsible for accounts receivable, according to the key payment milestones as agreed upon by contract (PO, etc).
- Responsible for training and shaping subordinates for possible leadership roles
- Submit progress reports (current sales, sales forecast, future prospect customers, etc) on a monthly basis and ensure data is reliable and accurate.
- Other duties as assigned.

Job Requirements:

- Degree (CSA/ Electrical / Mechanical / Process) in the same discipline and above
- At least 5 years experience in construction fields or project management.
- Possess site experience / exposure
- Proficient in Microsoft Word and excel (intermediate level)
- Be able to work flexible hours; work with tight schedules
- Strong commitment and passion in delivering results
- Able to liaise effectively with client, suppliers and team.

Construction Manager

Job Responsibilities:

- Provide on-site management & project supervision to meet project schedule, technical specification, quality plan and safety requirements.
- Site coordination and work arrangement for various trade of contractor / sub-contractor on construction activities.
- Work arrangement with customer / client representatives for execution of project, including on-site communication to customer, granting site access and work permit for construction, attending site meeting and performing site-walk.
- On-site quality control to ensure material deliver as per quantity and specification, construction as per IFC (issue for construction) drawing, assist in field testing and inspection as per project quality plan.
- Manage site logistic for construction equipment and material delivery to site.
- Report and escalate the higher project management team for any non-conformance of quality or safety.
- Able to line walk with customer and assist account Manager for preparing BOQ and costing for proposal purposes.
- Perform other duties as assigned.

Job Requirements:

- Technical Certification/ Diploma/ Degree in Engineering discipline
- More than 2 years of experience in working contractors or leading a team of workers
- Possess site experience / exposure
- Be able to work flexible hours; work with tight schedules
- Strong commitment and passion in delivering results
- Willing to travel; domestic and/ or international

Risk Manager

Job Responsibilities:

- Assessment and analyze project/ construction risks
- Monitor and report project/ construction contract (pre & post contract incl. execution) risk and the risk response and status
- Oversee internal claim management efforts (worker's compensation, general liability, automobile liability, builders risk) to include oversight of third party administrators, insurers, and defense attorneys.
- Review and analyze loss control and trending reports, and coordinate with Project Manager to develop appropriate action plans.
- Assist with compilation and development of data for annual renewal of corporate property and casualty insurance program, including management of brokers, approval of submissions, and negotiation of terms and premiums.
- Analyze and provide appropriate prequalification feedback on subcontractor partners.
- Liaise and works with consultant and/ or company lawyer for legal advice and action
- Liaise with insurance underwriters and management for procurement of insurance and dealing with indemnity/ claim issue
- Perform other duties as assigned.

Job Requirements:

- Bachelor's Degree in Project Management/ Construction Management or other related field
- Minimum of 10 years' experience in the capacity of one or more disciplines of Project Management or Construction Management within the industry
- Considerable knowledge of industry standards, building codes and practices, construction law, guidelines and procedures
- Must be flexible and willing to travel to provide regular on-site support (domestic and/ or international)

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81800 Ulu Tiram, Johor, Malaysia.

The Vacancies Are Available To Be Based At KEDAH, PENANG, SELANGOR or JOHOR

Senior / Project Control

Job Responsibilities:

- Handling tender proposals, budget, monitor and control project cost.
- Plan, execute and monitor project procurement and project expenditures.
- Prepare and submit interim project cost status report regularly.
- Expedite execution of client contracts.
- Prepare bid documents (sub-contracting), and sub-contract documents.
- Calling for bids and administer bidding process
- Bids evaluation and recommendation - to substantiate and verify purchase.
- Prepare valuation / progress claim to client.
- Expedite approval of progress claim, making billing plan (for issuance of invoice), monitor and expedite payment from client
- Evaluate and certify sub-contractors' claims, prepare certificates of payment and verify payments of all project expenditures.
- Contract changes and claims management. Prepare and expedite approval of the claims.
- Any other task as assigned by superior

Job Requirements:

- Tertiary educated, professional certificate, diploma or degree in Quantity Surveying or Engineering.
- Minimum 3 years relevant working experience, familiar with construction & engineering contract administration.
- Fresh Graduate are encouraged to apply
- Must be flexible and willing to travel to provide regular on-site support (domestic and/ or international)



Project Manager

Job Responsibilities:

- Project Manager to lead multidiscipline engineering, procurement and construction teams to ensure project delivery including staff development, project management and technical responsibility;
- Project planning including schedule development, resource planning, procurement planning, quality planning, etc.
- Understanding management expectation and implementing the project management strategy to ensure the project is completed safely, meeting quality expectations, within budget and schedule;
- On-site responsibility for management of multiple trade contractors including safety, logistics, schedule coordination and quality of work;
- Accountable for project controls: project cost estimating, planning/scheduling, project benchmarking, effective cost control/forecasting, effective project progress control/earned value reporting, change management, cash flow management and financial status of the project;

Job Requirements:

- Bachelor's degree or above in Civil, Electrical, Mechanical, Chemical, or equivalent related discipline
- 5+ years of project management experience, including tracking and planning projects
- Proven ability to demonstrate a drive for results and accountability of business needs
- Proven ability to work in an ambiguous environment and collaborate across multiple areas in order to achieve a common business objective
- Must be flexible and willing to travel to provide regular on-site support (domestic and/ or international)

Senior HR Executive

Job Responsibilities:

- Strengthen internal communication, feedback to Admin/HR Manager timely and provide suggestion;
- To handle disciplinary matter including staffs counselling, grievances handling, domestic inquires & termination process & other industrial relation procedures in compliance with local Labour Law;
- Preparing & monitoring on HR letter; Memo, appointment letter, confirmation, extension, warning letter and compliance to HR practice
- Assist in develop, implement & maintain Human Resource policies and procedures.
- Execute monthly payroll, time attendance records checking, OT, payslip and etc;
- Ensure timely compliance with local statutory payment & Government reporting such as Income Taxes, EPF, Socso and liaise with immigration, Labour, EPF, SOCSO & IRB Department when required;
- Assist to prepare and formulate C&B policy and guidance to direct C&B practice;
- Assist staff performance evaluation program to develop talent management;

Job Requirements:

- Diploma or higher in HRM or related field as appropriate;
- At least 3 years relevant working experience in HR/administrative job and preferable in project environment.
- Familiar with the recruitment process and talent request of engineering and manufacturing industry;
- Familiar with MS software proficiently;
- Strong in communication and interpersonal skills;
- Good in organization and coordination skills

Senior/ Civil Engineer

Job Responsibilities:

- Responsible for project proposal and designs
- Responsible to liaise with relevant authorities regarding approval & implementation
- To perform analysis design and calculations using codes and standards, engineering formulas, skills and experience
- Develop probable construction cost estimates for the project
- Review and monitor construction drawings so as to ensure its sufficiency and accuracy for implementation on site
- Any other duties as assigned by superior

Job Requirements:

- Candidate must possess at least Bachelor's Degree/ Post Graduate Diploma/ Professional Degree in Engineering (Civil, Industrial, Management, Costing) or other related field
- At least 3 years' experience in the related field is required for this position
- Fresh graduates are encouraged to apply for the position
- Preferably Executive specialized in Engineering-Civil/ Construction/ Structural or equivalent
- Familiar with CAD software & Microsoft Office
- Having experience in measuring project auditing & pricing software for project budgeting
- Familiar in handling of engineering metrology & planning specs, building & construction rules and regulations
- Familiar in construction market of labour, material & machinery pricing
- Knowledge of the market and local supplier capability, especially in mechanical assembly would be an added advantage
- Knowledge of earthworks and geotechnical will be added advantage
- Willing to travel; domestic and/ or international

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Senior/ Electrical Engineer

Job Responsibilities:

- Key focus on electrical design and hands on support for electrical system.
- Preferable to have HT 11, 33 & 132 kV system.
- To support engineering managers on all project activities;
- To work within the engineering team and be involved in all aspects of EPC projects from design, procurement, construction, commissioning and start-up;
- Review technical inquiries and tender document;
- Participate in design reviews and clarifications at the early stages of process and basic engineering works;
- Assist in costing and budgetary proposal meeting technical requirements;
- Assist in the design of various plant components, equipment, systems, etc. and be responsible for preparation and submission of engineering design documentation, procurement packages;
- Take part in project planning and scheduling, cost control and project commercial aspects;
- Provide technical support for manufacturing, logistics and installation phases;
- Other extra work assignments from the department when needed;

Job Requirements:

- Diploma/ Bachelor's Degree in Electrical or equivalent related discipline.
- Minimum 2~4 years working experience in Electrical engineering.
- Fresh graduates are encouraged to apply for the position;
- Experience in HT 33kV, 132kV.
- Ability to understand wiring / Loop / MCC drawings
- Must be flexible and willing to travel to provide regular on-site support (domestic and/ or international)

Senior/ Mechanical Engineer

Job Responsibilities:

- Key focus on mechanical design and hands on support for mechanical system;
- Preferable to have fire protection system, air-conditioning system and process utility system knowledge;
- To support engineering managers on all project activities;
- To work within the engineering team and be involved in all aspects of EPC projects from design, procurement, construction, commissioning and start-up;
- Review technical inquiries and tender document;
- Participate in design reviews and clarifications at the early stages of process and basic engineering works;
- Assist in costing and budgetary proposal meeting technical requirements;
- Assist in the design of various plant components, equipment, systems, etc. and be responsible for preparation and submission of engineering design documentation, procurement packages;
- Coordinate as well as technically clarify with local and international suppliers and subcontractors;
- Other extra work assignments from the department

Job Requirements:

- Bachelor's Degree in mechanical engineering discipline
- At least 4 years working experience in factory construction project
- Fresh graduates are encouraged to apply for the position
- Familiar with the Microsoft Project, Microsoft Excel, Microsoft Power Point and AutoCAD
- Familiar in factory air-conditioned and utilities system
- Willing to travel; domestic and/ or international

Costing and Proposal Engineer

Job Responsibilities:

- Review of Tender documents on receipt to ensure its completeness
- Organize / take part in bid initiation & review meeting
- Ensure that clarifications are raised well in time to get better clarity on bid submission
- Co-ordinate & follow-up to ensuring post bid clarifications are addressed
- All in-house co-ordination for preparation of bid including follow-up, collection of input from various sub-contractors or 3rd party
- Ensure completeness of Subcontract Enquiry Packages and availability of Subcontract offers well in time
- Proactively work with the Procurement Group to ensure Vendors RFQ Technical and Commercial Bid Evaluations are completed in a timely manner
- Organise Budget Handover Meetings to Project Managers

Job Requirements:

- Mechanical/ Chemical/ environmental Engineering background
- 2 to 3 years related experience. Experience of cost analysis or control, procurement and process engineering will be added advantage.
- Responsible, good communication skill and team player



BIM Modeller/ Drafter

Job Responsibilities:

- Design and Drafting the drawing details presentation by using Revit(BIM) and AutoCad software
- Creating and maintaining a high quality BIM model is of priority
- Construct 3D BIM model using Revit Software
- Develop technical plans, details and 2D/3D schematic diagrams using AutoCad
- Involved in 2D shop drawings and BIM model production until as-built stage by providing continuous support for constant updates, adjustment amendments or revision to shop drawing as and when required.
- Liaise with team to ensure changes in procedure and standards are effectively communicated to project teams
- Liaise and coordinate and other trades for cross-team support on BIM software
- To manage and coordinate production of quality shop drawings and BIM model in all projects assigned under his responsibility with minimal supervision.
- Collaborate with team and other relevant departments to ensure all drawings are in order as per design requirements.

Job Requirements:

- Candidate must possess at least Diploma in Engineering in Civil, Architecture, M&E or equivalent
- At least 2 Years of working experience in the related field is required for this position
- Proficient in Revit (BIM), AUtoCad and familiar with BIM process and procedure
- Able to do detailing and create new family data of BIM model

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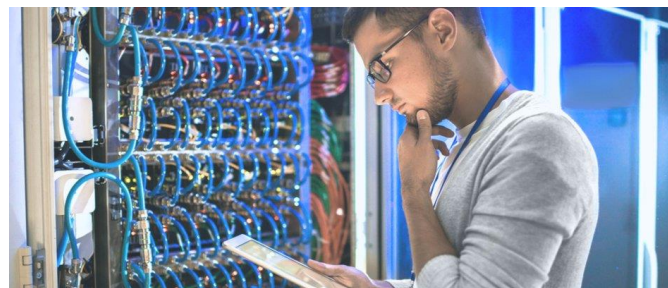
Senior Network Engineer

Job Responsibilities:

- Responsible for day-to-day operations of tialoc enterprise network to ensure maximum uptime for information technology infrastructure and enterprise server (all platform including Windows/Macintosh/Unix/Linux, etc) to deliver its designated services
- Implement/deploy/ maintain corporate WAN/ LAN/ Server systems to deliver its designated services
- Plan and execute upgrades and augmentations to existing network.
- Perform security assessment, policy development/enforcement and/ or review, assist on compliance assurance; architectural development and/or implementation with focus on security components to ensure a secure network environment of whole organization.
- Participate in or may lead problem resolution and cause analysis as well as backend support of MIS helpdesk team

Job Requirements:

- At least Certifications/ Diploma/ Degree in Computer Science/ Information System/ networking (MCSE/ MCSA/ Microsoft 365 Certified Enterprise Administrator, CCNA, CCNP, CCIE, CNE/ MCNE) or related discipline.
- Minimum 10 years' experience in large enterprise infrastructure architecture design and implementation
- Strong in-depth technical knowledge in large enterprise Network – architecture and global implementation experience.



System Engineer

Job Responsibilities:

- End user support/ internal helpdesk support to troubleshoot and resolve problems on client computer related problems
- End user support for client applications, e.g. Adobe, AutoCAD, CADWorx, MS Office software suite, etc.
- Maintain/troubleshoot/repair existing network devices (e.g. computers/ printers/ plotters/ scanners/ copiers/ Telephony system/ Surveillance system, etc) in offices/ sites
- Source and setup computer devices
- Installation of network cabling work in offices/sites
- Client operating system recovery
- Ensure endpoints securely connect to the corporate network
- Maintain/troubleshoot/repair internet related devices, e.g. internet routers/modems. Assist network engineers to ensure network services being delivered to the end users.
- Maintain excellent network documentation.

Job Requirements:

- Diploma/Degree in Computer Science/Information System
- Possess technical certification in Microsoft 365/MCITP/MCSA/CCNA
- Minimum 3 years' experience in a similar environment – IT helpdesk support
- Able to work independently and in a fast-paced environment. Pro-active and resourceful with a high level of independence. Self-motivated with a proactive approach to work. A good team player



Project Engineer

Job Responsibilities:

- Engineering support branch/ project managers on project activities including site visit, tender submission both technical & commercial and attend site meeting;
- To work within the engineering team and be involved in all aspects of EPC projects from design, procurement, construction, commissioning and start-up;
- Participate in project planning and scheduling, cost control and project commercial aspects;
- Provide technical support in construction phases; during installation, commissioning and start-up;
- Coordinate as well as technically clarify with local and international suppliers and subcontractors;
- Engage vendors and clients on technical discussions and clarifications, produce work packages for procurement, fabrication and installation;

Job Requirements:

- Bachelor's Degree in M&E Engineering, Civil or related discipline.
- Minimum 3-years relevant working experience in a project environment in industrial sector.
- Fresh graduates are encouraged to apply for the position.
- Knowledge of local and international codes, standards and regulations.
- Learn, understand and use technical/engineering document and drawings.
- Able to work with AUTOCAD/ MS Projects.
- Willing to travel; domestic and/ or international.



QA/QC Engineer

Job Responsibilities:

- Develop and determine all standards to perform inspection and tests on all procedures and oversee all testing methods and maintain high standards of quality for all processes.
- Review quality of all materials at site and ensure compliance to all project specifications and quality and collaborate with department for all material procurement and maintain quality of materials.
- Supervise effective implementation of all test and inspection schedule and ensure adherence to all procedures and coordinate with various teams to perform quality audits on processes.
- Assist with employees to ensure knowledge of all quality standards and ensure compliance to all quality manual and procedures and collaborate with contractors and suppliers to maintain quality of all systems.
- Analyze all products and non conformance processes and evaluate all documents to ensure maintenance of optimal quality and prepare monthly reports to evaluate performance.
- Manage all work methods and maintain knowledge on all quality assurance standards and monitor continuous application for all quality assurance processes and recommend corrective actions for all processes.

Job Requirements:

- Candidate must possess at least a Bachelor's Degree in M&E Engineering, Civil or related discipline.
- Minimum 3 years & above in construction industry.
- Fresh Graduate is encouraged to apply for this position.
- Ability to work in a cross-functional team environment.
- Good in communication skills, troubleshooting skills, juggle multiple projects simultaneously.
- Willing to travel; domestic and/ or international.

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Senior Account Executive

Job Responsibilities:

- Responsible to prepare Yearly budget and Monthly financial reporting
- Working closely with department and project managers, as well as other stakeholders, to determine costs and benefits of various programs.
- Prepare Yearly & Quarterly forecast (Profit and Lost, Balance Sheet & others)
- Prepare IFRS 9, 15 & 16
- Tax analysis for year- end tax computation matter.
- Any other tasks as assigned by superior from time to time

Job Requirements:

- Candidate must possess at least a Diploma, Advanced/ Higher/ Graduate Diploma, Finance/ Accountancy/ Banking or equivalent.
- Minimum 3 years & above in general accounting experience.
- Strong numerical and analytical skills
- Proven experience as budget analyst
- Knowledge of data analysis and forecasting methods
- Understanding of budgeting and regulatory requirements



Site Safety Supervisor

Job Responsibilities:

- Provide safe working conditions for all worker under their supervision.
- Provide workers with instruction in safe work procedures. Supervisors shall require employees to use personal protective equipment, as appropriate, as part of their routine duties.
- Correct work site conditions, which are liable to cause or have caused accidents
- Provide a good example for employees by always directing and performing work in a safe manner.
- Conduct regular inspections for unsafe practices and conditions and ensure prompt corrective action to eliminate causes of accidents.
- Provide each employee with information about the hazard of his/her and how to avoid them.

Job Requirements:

- Minimum O Level with relevant safety certificates in construction industry.
- Minimum 2 years working experience in engineering constructions safety work.
- Able to assist EHS Manager in all safety and health aspects.
- Able to communicate safety related issues to sub-contractors.



Purchasing Executive

Job Responsibilities:

- Process request from requestor (engineers, project control and office manager) and sourcing best offers for services and/or goods required
- Cost (of quotations) comparison, aligns the contract terms with requestor, and negotiates for best complying offer.
- Process PR (Purchase Request) to effect proper Purchase Order (PO) issuance timely without affecting to project schedule / time of delivery.

Job Requirements:

- Tertiary educated, professional certificate, diploma or degree in Business or Engineering
- Minimum 2 years working experience of similar capacity with construction & engineering company is preferred.



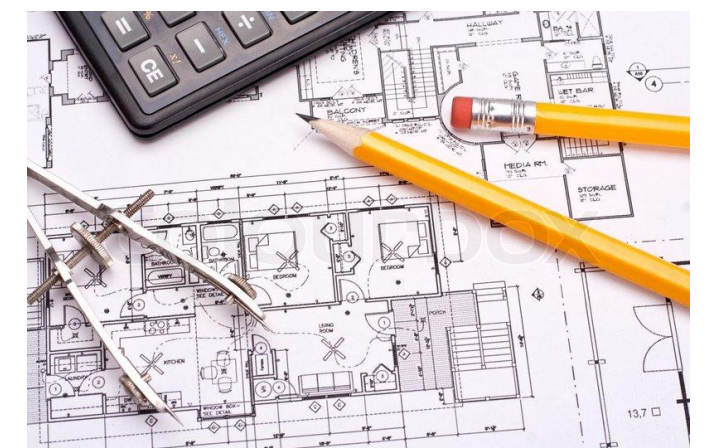
Purchasing Assistant

Job Responsibilities:

- Screening and prequalification of vendors including suppliers, contractors and service providers.
- Manage and update vendors' data, facts sheet and agreement.
- Verify and posting vendors' invoices.
- Maintaining and update archives of procurement data & document.
- To assist in sourcing and procurement of goods and services.
- To assist in processing purchase requests and issuance of purchase order.
- To perform all administration tasks for Procurement Division and any other tasks to be assigned by the supervisor / manager.

Job Requirements:

- Tertiary educated, professional certificate, diploma or degree in Business or Engineering
- At least 1 year(s) of working experience in the related field is preferred
- Fresh graduates are also encouraged to apply for the position
- Write and speak fluent English, able to read up technical / products literature.
- Good analytical skill and organized in work.
- Positive attitude, self-motivated, willing to go extra miles for best results.
- Good interpersonal, appreciate teamwork.



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Chargeman

Job Responsibilities:

- To check/inspect on all the electrical contact point as per CVJ PM SOP
- To conduct the Thermal Imaging on the electrical DB panel as well as other electrical components such as Capacitor, MCCB, and Amps balance, etc.
- To assist high voltage chargeman to execute the electrical work.
- To check the battery water for 22kV and 33kV system.
- To liaise with TNB personnel for any follow up matters related to electrical issue/ power supply.
- To attend to any unplanned maintenance and to assist in troubleshooting of electrical panel.
- To work with appointed electrical consultant for routine inspection of electrical system (HT & LV)
- All PM checklists are to be completed and updated in Maximo system as per mentioned SOP.
- Any other assignments from superior.

Job Requirements:

- At least AO certified chargeman.
- Minimum 3-5 years relevant experience with technical college certification.
- Possess site experience / exposure
- Be able to work flexible hours, to work nights or weekends or on a rotating basis for emergency needs of our customers.
- Willing to travel; domestic and/ or international



Technician

Job Responsibilities:

- Install, maintain and repair heating, ventilation, and cooling units for industrial customers.
- Diagnose and repair of electronic, mechanical and electrical components of these systems.
- Diagnose diverse service issues, obtain any replacement parts calibrate system to manufacturer's recommendations
- Documented all installed equipment upon arrival: make, model, serial number, necessary test measurements and pic as necessary.
- To carry out daily equipment daily performance check, data logging and recording.
- Identify and report to superior for any potential opportunity for additional business
- Maintain and submit daily/weekly/ monthly report as required by customers and superiors
- Observe all company rules and regulations.
- Assist in budget preparation and ensure it is followed.

Job Requirements:

- SPM leaver/Certification in Engineering discipline
- High School diploma or equivalent; certificate in HVAC, building maintenance technology or relevant field will be a plus.
- More than 2 years of experience in installation, maintenance and troubleshooting and correcting diverse HVAC service issues.
- Be able to work flexible hours, to work nights or weekend or on a rotating basis for emergency needs of our customers.
- Willing to travel; domestic and/or international
- Able to speak English and able to liaise effectively with client.

Site Supervisor

Job Responsibilities:

- Provide on-site management & project supervision to meet project schedule, technical specification, quality plan and safety requirements.
- Site coordination and work arrangement for various trade of contractor /sub-contractor on construction activities
- Work arrangement with customer /client representatives for execution of project, including on-site communication to customer, granting site access and work permit for construction, attending site meeting and performing site walk.
- Manage and report site issues, liaising with engineering team for technical problem solving.
- Make recommendations where resources or alternative work processes are required to maintain or increase management.

Job Requirements:

- Technical Certificate/Diploma/Degree in Engineering discipline
- More than 2 years of experience in working contractors or leading a team of workers.
- Fresh graduate are encouraged to apply
- Be able to work in flexible hours; work with tight schedules
- Strong commitment and passion in delivering results.
- Willing to travel; domestic and/or international



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