

VACANCY NOTICE

REF:C09012024

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| POSITION | OPERATION MANAGER |
| LOCATION | PUTRA HEIGHTS, SUBANG JAYA, SELANGOR |
| INDUSTRY | BUILDING/CONSTRUCTION, CIVIL/CONSTRUCTION |
| TYPE | FULL-TIME |

JOB SUMMARY

1. Oversee and direct construction projects from conception to completion.
2. Review the project in-depth to schedule deliverables and estimate costs. Develop solid and long-term relationships with current clients and prospects within the commercial construction industry
3. Oversee all onsite and offsite constructions to monitor compliance with building and safety regulations.
4. Monitor coordination among his team with client and sub-contractor.
5. Resources management and track inventory.
6. Meet contractual conditions of performance.
7. Prepare internal and external reports pertaining to job status.
8. Plan ahead to prevent problems and resolve any emerging ones.
9. Analyze, manage and mitigate risks.
10. Ensure quality construction standards and the use of proper construction techniques.

JOB REQUIREMENTS

1. Bachelor's Degree in Construction Management, Architecture, Engineering or related field.
2. Proven working experience in Construction Management.
3. Advanced knowledge of Construction Management processes, means and methods.
4. Expert knowledge of building products, construction details and relevant rules, regulations and quality standards.
5. Understanding of all facets of the construction process.
6. Competent in conflict and crisis management.
7. Leadership and human resources management skills.
8. Excellent time and project management skills.
9. Ability to communicate via all sort of communication platform with internal / external parties.
10. Ability to produce written records i.e. official letter to client / supplier.
11. Possess good awareness on project contractual obligations and terms, thus avoid violation / penalties.