

VACANCY NOTICE

REF: C30042024

POSITION	SENIOR QUANTITY SURVEYOR
LOCATION	PUTRA HEIGHTS, SUBANG JAYA, SELANGOR
INDUSTRY	BUILDING/CONSTRUCTION, CIVIL/CONSTRUCTION
TYPE	FULL-TIME

JOB SUMMARY

- Provide guidance/assistance/advice to AQS & QS and monitor their works.
- Delegate tasks appropriately to AQS & QS
- Prepare Monthly Progress Claim (Special Project only and not more than 10 nos) - whenever necessary
- Prepare Final Claim for completed project (Major/Special Project only). – whenever necessary
- Follow-up Interim/Final Payment Certificate with Main Contractor/Client). – whenever necessary
- Attend/solve any issues arise in regards to Payment Certificate and Monthly Progress Claim/Final Claim. - whenever necessary
- Attend meeting with Main Contractor to discuss matters in regards to Payment Certificate and Monthly Progress Claim/Final Claim. - whenever necessary
- Coordinate/liaise and obtain information from Internal Dept (Sales/Marketing/Technical/Operation/Inventory & Purchasing/Credit Control).
- Prepare/write all necessary letter and in regards to Claim/Certification issues.
- Collect all reports from QS, study & monitor and compile for submission to ACM/CM
- Highlight all unresolved disputes/problematic issues to ACM/CM.
- Prepare all necessary reports* and submit to ACM/CM.
- Liaise closely and adhere to the direct Superior/Line of Reporting Superiors
- Provide guidance, assistance, training and monitor AQS/QS works.
- Planning of works and workforce distribution for QS Div (time to time).
- Provide ideas, suggestions & solutions whenever necessary
- Assist ACM/CM to handle issues in regards to warranty and Contract Terms & Conditions. 18.Assist ACM/CM to handle issues in regards to L.A/W.O.
- Cover QS/AQS scope of work when necessary
- Closely coordinate with SCC in order to meet the annual collection target.

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JOB REQUIREMENTS

- Minimum Diploma or Bachelor Degree in Quantity Surveying or equivalent (construction, civil and structural engineering).
- 3 year of exposure and working experience as Quantity Surveyor or equivalent.
- Experience in Construction or related industries are strongly preferred.
- General interest in waterproofing specialization.
- Communicate effectively with Management and all other levels of employees.
- Familiarity with computer systems and software's i.e. Microsoft, AutoCAD