

JOB VACANCY

HDC(161)-HRM/IU/2021/647
30th December 2021

Assistant Site Engineer Real Estate Management

MINIMUM QUALIFICATION & REQUIREMENT

- Diploma in Civil or Structural Engineering, Construction, Building, or related field.
- Preference will be given to candidates who have experience in relevant field.

OVERALL SCOPE

Supervise, manage and instruct the construction crew or Contractor and monitor the construction work progress during the Defects Liability Period. Liaise with the relevant personals to carry out the necessary day to day work.

SCOPE OF WORK

- Coordinate and supervise maintenance crews or contractors and monitor/measure construction work progress and during Defects Liability period.
- Observes and inspects projects during construction and defects liability period to assure work quality and control costs.
- Oversee and delegate inspection of grounds, facilities, and equipment routinely to determine necessity of repairs or maintenance.
- Assist in issuing permits for building modification and improvements sought by tenants as per company policies.
- Assist in planning, scheduling, and coordinating general maintenance & defects, major repair works.
- Investigate maintenance & defects related complaints, disturbances and violations and resolve problems following management rules and regulation.
- Records daily progress chart and maintains weather charts whenever required.
- Inspect work in progress for compliance with plans and regulations and report work progress to the Project Manager.
- Ensure the defects & maintenance rectification work is carried out in a timely and effective manner
- Coordinate work assignments with Projects Manager, Engineers and outside contractors to ensure timely completion of required repairs and/or construction.
- Assist with managing and coordinating regularly negotiations, inspections and approval.
- Maintain proper records of project related documents, complaints received, work schedule, stock usage etc.
- Review and check drawings for approval of commercial properties
- Travel to islands whenever required for island project inspections and takeover.

JOB SKILLS AND SPECIFICATIONS

- Ability to work with Computer Software such as Auto Cad and MS Office Package.
- Ability to manage and instruct the Maintenance crew and other team members
- Ability to manage multiple projects and work to tight deadlines.
- Should have strong interpersonal skills to deal with internal and external parties.
- Able to deliver effective results, meet tight deadlines and targets.
- Outstanding written and verbal communication skills.
- Ability to manage and instruct the Maintenance crew and other team members.
- Should be able to work as an individual and as a flexible team player.

SALARY PACKAGE

Gross Salary between 17,000.00 to 19,000.00 based on qualification and experience.

REQUIRED DOCUMENTS

- Accredited certificates
- Job reference letters
- NID card or Driver's License
- Police Report

Apply via: <https://jobs.hdc.com.my>

Deadline: 06th January 2022, 14:00hrs

For Further Information: 3353535 or call center hotline: 1516