

JOB VACANCY

HDC(161)-HRM/IU/2022/65
13th February 2022

Assistant Site Engineer **Real Estate Management**

MINIMUM QUALIFICATION & REQUIREMENT

- Associate Degree OR Advanced Diploma OR MNQF level 6 qualification in Civil or Structural Engineering, Construction, Building, or related field with minimum 2 years' experience in relevant field (OR)
- Diploma or MNQF Level 5 Qualification in Civil or Structural Engineering, Construction, Building, or related field with minimum 4 years' experience in a relevant field.

OVERALL SCOPE

Supervise, manage and instruct the developer 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 construction crews during construction projects.
- Observes and inspects projects during construction to assure work quality.
- Monitors construction projects to control costs.
- Inspects work in progress for compliance with plans and regulations.
- Records daily progress charts and maintains weather charts.
- Measures construction work in progress on site.
- Co-ordinates work assignments with Project Manager, Engineers and outside contractors to ensure timely completion of required repairs and/or construction.
- Assists with managing and coordinating regularly negotiations, inspections and approvals.
- Maintain all project related Documents.
- Reports to work progress to the Project Manager.
- Travel to islands whenever required for island project inspections and takeover.
- Review and check drawings for approval of commercial properties.
- Any other works as directed by HOD or immediate supervisor.

JOB SKILLS AND SPECIFICATIONS

- Familiar with a variety of the fields concepts, practices and procedures.
- 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.
- Excellent communication skills.
- Strong analytical and problem-solving skills.
- 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: 20th February 2022, 14:00hrs

For Further Information: 3353535 or call center hotline: 1516