



Job Description

## COMPANY OVERVIEW

A Local Conglomerate that has quickly risen to prominence with a diversified business specialization in Infrastructure and Electric Power Transmission projects.

## JOB RESPONSIBILITIES

- Prepare, monitor, and control project budgets. Ensure all costs are tracked and managed efficiently to stay within budget.
- Conduct detailed cost estimates for construction projects, including materials, labor, and equipment. Prepare Bills of Quantities (BoQ).
- To assist the Contracts Manager to carry out pre-contract and post-contract activities.

Conduct cost analysis and provide detailed reports on project progress and financial performance. Identify
and mitigate any financial risks.

- Assist in the procurement process, including preparing tender documents, evaluating bids, and selecting contractors and suppliers.
- · Carry out valuations for interim and final payments. Ensure accurate and timely processing of payments.
- Maintain strong relationships with clients, contractors, and stakeholders. Communicate project financial status and address any concerns.
- Ensure all work complies with relevant legal, regulatory, and professional standards.
- Work closely with project managers, engineers and other team members to ensure accurate cost management and project delivery.

## JOB REQUIREMENTS

- Bachelor's degree in Quantity Surveying, Construction Management, or a related field.
- Minimum5 years of relevant experience in quantity surveying, preferably within the construction infrastructure industry. Especially for Electrical works
- Proficiency in quantity surveying software (e.g., CostX, Bluebeam, MS Project).
- Strong knowledge of construction methods, materials, and legal regulations.
- Able to speak Mandarin

Click 'Apply Now' to apply for this role

OR email your updated CV to sunil.see@jac-recruitment.com

Thank you!

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