



HOD - Cost & Contract

Location: Kuala Lumpur

Nationality: Local

Type: Permanent

Post: 1

- Conduct site valuation
- Monitor variation order on site
- Verify contractor's claim and monitor construction cash flow
- Prepare requisition for payment to finance to follow up with consultant and contractor payment
- Pre-qualification of consultant's payment
- Taking off quantities accurately according to SMM and preparation of bill of quantity
- Checking on consultant's quantities
- Responsible to check and verify site requisition on materials, equipment and contracting works
- Organise tender interview and conduct tender interview
- Attend site and office meeting

Requirements:

- Field of Study: QS
- Academic Qualification: Degree/ Diploma
- Skill/Certificate/Membership: If yes, will be an added advantage
- Years of Experience (years): 10 years and above
- Required Skill: professional skill, well known in construction/developer
- Required Language: Chinese / English / Malay