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2017

**JOB VACANCY**



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Job Vacancies MENTA 2017  
MENTA CONSTRUCTION SDN BHD  
5/18/2017

**MENTA CONSTRUCTION SDN BHD**

2, Jalan 1/128, Taman Gembira, 58200 Kuala Lumpur.

5/18/2017

PROJECT ENGINEER (1 Positions – Johor, Pengerang )  
(1 – MRT Sri Kembangan)

**Qualification :**

- Degree in Civil Engineering or Construction Management
- 2- 5 years' experience in Earthwork / Infrastructure.
  - Weekly planning and execution of works in site.
  - To provide manpower requirements and ranking manpower to ensure no insufficient.
  - To monitor and ensure good quality control at site.
  - Preparing of material requisitions.
  - To monitor the management of work packages and contractor's performance.
  - To provide resolutions of non-conformance reports.
  - To implement and ensure safety at site.
  - To ensure targets set by the construction work programs are met.
  - To ensure cost control at site.
  - Preparation of the construction work program.
  - Monitor of work progress.

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PROJECT PLANNER (1 Position – Johor, Pengerang )

**Qualification :**

- Degree in Civil Engineering or Construction Management
- 2-4 years' experience in Earthwork / Infrastructure, drainage, road works
  - Overall planning and execution of works in site.
  - To provide manpower requirements and ranking manpower to ensure no insufficient.
  - To monitor and ensure good quality control at site.
  - Preparing of material requisitions.
  - To monitor the management of work packages and contractor's performance.
  - To provide resolutions of non-conformance reports.
  - To implement and ensure safety at site.
  - To ensure targets set by the construction work programs are met.
  - To ensure cost control at site.
  - Preparation of the construction work program.
  - Monitor of work progress.
  - To advise Project Manager on any impending delays and ways to counteract delay.
  - Providing Project Manager with project cash flow based on work program and monitoring any shortfalls.
  - To assist the Project Manager in the realistic overall planning, scheduling and monitoring of the site progress.
  - Updating the work programmer progressively to suit the progress requirement and liaise with the Consultant and client as and when required.

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**PROJECT MANAGER (1 Position – Tapah, Perak )****Qualification :**

- Degree in Civil Engineering or Construction Management
- 4- 6 years' experience in Earthwork / Infrastructure, drainage, road works
  - To be responsible for the proper planning, implementation and coordinating of construction work including the authorizing and monitoring of material requisition while ensuring proper financial control, timely completion and quality deliverables such that the project undertaken shall be profitable and contractually in compliance with the project requirement.
  - Coordinating and overseeing all site work inclusive of site safety, attending site meeting and managing the supervisors to ensure the project progresses smoothly as planned.
  - Liaison with Clients, Consultants and Authorities to ensure project is satisfactorily completed within the defined objectives.
  - Timely preparation of contract claim, correspondence inclusive of sub-contractors certificates.
  - Where viable, to suggest Alternative Engineering Proposal and Design against Consultant's design.
  - To provide necessary input for the preparation of the project budget.
  - To analyze and evaluate tender submission by sub-contractors. To make proper recommendation and submission to the Senior Project Manager.
  - To monitor and report periodically the actual progress and costing of a project vis-a vis the Bill of Quantity (BQ) prices and the budget to the Senior Project Manager
  - To vet all Letters of Awards, Contract Documents and related correspondence. To highlight all adverse clauses against the company to the Senior Project Manager for his approval.

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PROJECT QS (2 Positions – HQ, KL )

**Qualification :**

- Degree in Civil Engineering or Construction Management, Quantity surveying
- 2- 5 years' experience in Earthwork / Infrastructure, drainage, road works
  - To prepare monthly progress claim within the time stipulated for each project. If not specified, claim shall be ready for submission by the 25th of each month/to conduct necessary site measurements.
  - To attend meetings as required by Project Director/Project Manager.
  - To prepare project budget. Where necessary, to obtain input from the Project Manager or person-in charge. To take off quantities and prepare estimation.
  - To prepare document for the calling of tender, to compare and analyses tenders received and make recommendation for the approval of Project Manager/General Manager and Top Management.
  - To observe and follow up ISO procedures in relation to all quantity surveying matters.
  - To prepare timely certificates for Sub-Contractors.
  - Processing of lorry trip records and weighs bridge records.
  - To keep proper records to ease retrieval

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CONSTRUCTION MANAGER (1 Position – Pengerang, Johor )

**Qualification :**

- Degree in Civil Engineering or Construction Management, Quantity surveying
- 5- 10 years' experience in Earthwork / Infrastructure, drainage, road works
  - Oversee and direct construction projects from conception to completion
  - Review the project in-depth to schedule deliverables and estimate costs
  - Oversee all onsite and offsite constructions to monitor compliance with building and safety regulations.
  - Coordinate and direct construction workers and subcontractors
  - Select tools, materials and equipment and track inventory
  - Meet contractual conditions of performance
  - Review the work progress on daily basis
  - Prepare internal and external reports pertaining to job status
  - Plan ahead to prevent problems and resolve any emerging ones
  - Negotiate terms of agreements, draft contracts and obtain permits and licences
  - Analyse, manage and mitigate risks
  - Ensure quality construction standards and the use of proper construction techniques

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PROJECT DIRECTOR (1 Position – Pengerang, Johor )

**Qualification :**

- Degree in Civil Engineering or Construction Management, Quantity surveying
- 5- 10 years' experience in Earthwork / Infrastructure, drainage, road works
  - Overall in-charge for the proper execution and implementation of Pengerang Project by the project team, to ensure that the planning, implementation, coordination and completion of the construction work is effective and efficiently carried out.
  - To provide advice and guidance such that the project is carried out in a profitable viable and within the time frame provided.
  - To check, vet and approve all correspondence pertaining to the Pengerang Project such that the interest of the company is not jeopardized and compromised.
  - To liaise with the client /consultant/sub-contractor and suppliers where necessary, such that the project can be carried out smoothly and profitably.
  - To make recommendation to the CEO's office on any changes in policy or procedures necessary so that the operation of the Pengerang Project is effective and efficiently carried out.

- To always ensure a civil, conducive and cordial environment is developed and maintained between clients, consultants, subcontractors, suppliers and staff by you and your entire team.
- To ensure claims to client, monthly issuance of certificates by clients and payments from client are closely monitored and effected / enforced.
- To ensure all claims from subcontractors, consultants and others are properly verified and submitted to HQ for payment.
- You are not permitted, under any circumstances whatever, to commit the company financially to any third party.

Interested candidates please send your resume stating your current job responsibility, present and expected salary, contact number together with a passport sized photograph to Human Resource Department.

**MENTA CONSTRUCTION SDN BHD**  
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