



GRAND SAGA SDN BHD is part of Taliworks Corporation Berhad, a company listed in the Main Market of Bursa Securities. Taliworks Corporation Berhad is involved in both water and waste-related businesses, construction and engineering, wastewater research and technology and highway toll operations and maintenance (two toll concessionaires). We seek a dynamic and suitability qualified person to fill the following position for our Cheras – Kajang Highway :

CONTRACTS EXECUTIVE
(Selangor – Cheras)

Responsibilities

- Assist the Head of Tender & Purchasing, in providing cost for tender/purchasing & contract administration at assigned projects.
- Coordinate full range of QS activities, including estimation, quantity taking off and administer pre-contract work including analyzing scope of tender, sourcing for contractors/suppliers, preparing bills of quantity/tender documents, calling for tender/quotation, preparing tender/quotation evaluation and recommendation for award of contract.
- Source, liaise and negotiate tender/quotation prices with contractors/suppliers
- Processing contractor progress claim and variation orders.
- Carry out re-measurement, site evaluation, assessment and verification of claims and variation orders.
- Any other duties as and when instructed by HOD or the Management.

Requirements

- Candidate should possess a Bachelor Degree or Diploma in Quantity Surveying/Civil Engineering or equivalent.
- Preferably male candidate with at least 3 years of working experience in the related field;
- Possess excellent spoken and written communication skills in English and BM;
- Result oriented, possess strong analytical skills, and able to demonstrate sense of initiative with the ability to work with minimal supervision;
- Knowledge in SAP is an added advantage ;

Please write-in with a complete resume, current and expected salary together with a passport-sized photograph (n.r) before **25 September 2015**:-

Human Resources & Administration Manager,
Grand Saga Sdn Bhd
Km 16, Lebuhraya Cheras – Kajang
43200 Cheras, Selangor.
Fax : 03-90865544
E-mail : hr@grandsaga.com.my

Only short listed candidate will be notified.