

INTERNSHIP – QUANTITY SURVEYOR / CONTRACT

Job Description

- ❖ On the job training will be provided;
- ❖ Support the department's daily activities;
- ❖ Assist in preparing and ensuring timely submission of monthly progress claims and sub-contractor's certificates;
- ❖ Assist in documentation, project costing and quotation;
- ❖ Assist the Site Contract Manager to prepare reports and other contracts documents;
- ❖ Assist to check and discuss with the Site Contract Manager on the quantity of materials to be ordered;
- ❖ Assist and ensure projects are completed according to the project schedule;
- ❖ Perform any other duties as and when assigned on Ad-Hoc basis;
- ❖ At the end of the internship, you will be more prepared and ahead to build your career development.

Job Requirements

- ❖ Candidate must currently be pursuing either a Diploma, Advanced/Higher/Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, Professional Degree, in Quantity Survey or Construction Management or Project Management or equivalent.
- ❖ Able to work in a fast-paced environment, multi-tasking and willing to learn and acquire new knowledge and skills.
- ❖ Possession of own transportation will be an added advantage.
- ❖ No work experience required.
- ❖ Applicants must be willing to work in Batu Kawan, Penang.

Kindly state your **INTERNSHIP PERIOD** in your application.

Interested candidates are invited to email your detailed resume to: hr@pilotgroup.com.my or call Ms. Lee at 012-2041816 or 03-33425508 (ext. 203).