

# VACANCIES

**LCDA REAL ESTATE SDN. BHD.** is a wholly owned subsidiary of Land Custody and Development Authority and is involved in Property Development and Management related activities.

With our current business expansion and in tandem with our mission of developing Excellent Sarawak through practicing excellent corporate governance and working culture, we seek qualified, dynamic, result-oriented, dedicated, self-motivated and visionary individual to fill in the vacancy for the post of **TECHNICAL ASSISTANTS**.

Applicants must possess the necessary qualifications and/or related working experience and meet the following criteria's: -

## **Job Requirements**

- A recognized Diploma in Civil Engineering/Architecture/Mechanical and Engineering.
- Minimum five (5) years of working experience in related field.
- A good knowledge of construction methods and materials.
- Strong technical expertise with excellent project management skill.
- Proactive and results-oriented individual with a proven track record in project.
- A clear understanding of Local Regulations and other Legal Guidelines.
- Excellent communication and negotiation skills.
- Knowledge in project management software will be an advantage.
- Able to work in a team.
- Computer skills (Microsoft Office).
- Willing to travel.

## **Responsibilities**

- To assist the Project Engineer to supervise all construction works of the project.
- To be responsible for all project related matters including technical issues, attending regular site meetings as well as to ensure accuracy and timely submission of all project related documents.
- To report and provide timely report and feedback on the physical progress of all projects assigned to the Management as and when required.
- To implement all policies, activities, procedures, instructions as relevant and required by the organization Standard Operating Procedures.
- To implement project operations and document control procedures.

- To supervise, monitor and control daily works at the project site and adhere to stipulated procedures, methods of statement and safety requirements.
- To coordinate and monitor main/sub contractor's activities at project site.
- To maintain good housekeeping and implement safety practices.
- To ensure that all works carried out are in accordance to the drawings, specifications, construction plans, procedures, work instructions, etc.
- To carry out inspection and tests as per Inspection & Test Plans and use all quality control mechanisms in the QA/QC. Results of such to conform to specifications.
- To ensure that drawings are suitable for construction, accurate and presentable.
- To be responsible for the overall implementation and completion of projects within scheduled costs, time frame and quality.
- To communicate effectively with team members, consultants, contractors and relevant authorities.
- To undertake any and all other duties and responsibilities as and when required by the superior.

Interested applicants are invited to submit detailed resume with current and expected salary, a recent passport-sized photograph (non-returnable), telephone contact number and copies of relevant certificates by **20<sup>th</sup> November 2020** to: -

**CHIEF EXECUTIVE OFFICER  
LCDA Real Estate Sdn. Bhd.  
Levels 4, 8 & 12, Wisma Satok  
Jalan Satok  
93400 KUCHING**

All applications will be treated in strict confidence and applications received after the above closing date shall not be entertained by all means.

Only short-listed candidates will be notified.