



We're hiring!

Contract Administrator

Who are we looking for?

We are looking for an individual who:

- Possesses a **Diploma and/or Degree** in **Quantity Surveying, Building or Construction Management**
- Has **8+ years** of working experience in the **construction industry**
- Experienced in **contractual letter writing**
- Has a general interest in **contractual issues and contractual protections**
- Has good working knowledge and experience in the **construction industry and technology**
- Is **assertive, analytical, systematic**, and a **team player**

What will your role entail?

- Advising on, negotiating, and administering construction contracts
- Various forms of contracts, including local Malaysian contracts and international contracts
- The projects involve different sectors, however predominantly within the building and infrastructure sector with occasional involvement in processing and O & G facilities

Send your CV along with salary expectations to: halimah@pmcc-corporation.com

For more information about PMCC, visit: www.pmcc-corporation.com