



VACANCY AVAILABLE

1) Project Co-ordinator

- To handle project tender process and project requirements.
- Manage and supervise Technical Team and Sub-Contractor
- Monitor and preparation of progress report, as built drawings, claim, etc..

Requirements:

- Degree/Diploma in Engineering (Civil), Engineering (Electrical/Electronic), Engineering (Mechanical), Quantity Survey, Architecture or equivalent.
- 2 years related working experience
- Ability to work independently with minimal managerial supervision
- Possess knowledge on construction costs and contracts
- Proficiency in AutoCad or other drawings software
- Familiar with tender/contract procedure
- Efficient in cost planning, excellent problem solving and mathematical skills
- Proficiency in Bahasa, English, Mandarin (Prefer)
- Possess own transport (Car), valid driving license
- Willing to travel local & overseas
- New graduates are encouraged to apply

2) Admin cum Account (Based at Kota Damansara)

Job Function:

- To prepare Purchase Order, Invoice, Delivery Order and delivery arrangement.
- Able to handle Full set Account and Management Account & Bank reconciliation
- Able to handle Account Receivable & Account Payable, Credit Control etc.
- To prepare payroll, EPF, Socso, EIS, LHDN
- To undertake any ad-hoc task and all others duties as instructed by Superior from time to time.

Requirements

- Candidate must possess at least Diploma / Degree in Business / Accounting or relevant, Computer literate
- Possess strong sense of urgency, able to handle pressure and multi-tasking and prioritize daily workload
- Good communication skills, able to work independently with minimum supervision
- Required Language(s): English, Bahasa Malaysia, Mandarin
- At least 1 year(s) of working experience in the related field.

Interested applicants please contact at 03-7885 0103 or email to:

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