

SENIOR CONTRACTS EXECUTIVE

Location: Menara YTL

Based: 24th Floor Office

Reporting HOD: Deputy Department Head (Contracts)

Department: Contracts

Job Requirements:

- BSc/BA in Business Administration or relative field
- Minimum 7 years of working experience in related field
- 3 years supervisory experience is required
- Proven experience as an Office Manager or similar administrative role
- Knowledge of Office Administrator responsibilities, systems and procedures
- Proficiency in MS Office (MS Excel and MS Outlook, in particular)
- Excellent written and verbal communication skills
- Strong organisational and planning skills in a fast-paced environment

Job Function:

- Monitor/participate in the Tender Calling and Tender Evaluation for Designated Subcontractors/ Suppliers' work packages.
- Participate actively in meetings and provide updates to the team.
- Deliver and assist with ad-hoc tasks or any new tasks as required.