

**Position:** Assistant General Manager (Operations) - Construction  
**Organisation:** Sunway Group  
**Location:** Kuala Lumpur, Malaysia

### **Job Description**

1. Supervise and coordinate building projects operations, to maximise profitability and complete on time for handing-over to clients.
2. Coordinate contract administration and participate in project tendering.
3. Assist in developing and implementing business plans adopted.
4. Liaise and attend meeting with clients, consultants, sub-contractors and relevant authorities to ensure smooth progress of the project/s.
5. Continuous review, monitor progress and provide support to all Departmental Head and/ or site staff.
6. To implement any and all relevant policies, procedures and work instructions as so defined in the Company's Quality, Environmental, Safety & Health (QESH) Management System.

### **Job Requirements**

- Bachelor's Degree, Post Graduate Diploma and/ or Professional Degree in Building/ Civil construction, Engineering-others or relevant discipline.
- Minimum 15-18 years working experience preferably from the building and construction industry in a similar position.
- Computer literate, i.e. Microsoft Office
- Proficient in both written and spoken English.
- Good interpersonal and coaching skills.
- Possess sound knowledge of construction practices, methods, legislation and procedures.

### **Application**

To apply, please submit your detailed resume to [NBSAlumniOffice@ntu.edu.sg](mailto:NBSAlumniOffice@ntu.edu.sg) .  
Only shortlisted candidates will be notified.