JOB OPPORTUNITY

Contract Administrator Officer

Type of Vacancy : Full Time

Preferred education level (s) : Diploma, Degree

Preferred Major (s) : Business

Organization details :

Company : YTL Construction
Website : ytlconstruction.com
Address : 19th Floor. Menara YTL. 205. Jalan Bukit Bintang. 55100 Kuala Lumpur.

Job Responsibility :

Assist the executive or manager in preparing tender document, compilation of technical and commercial proposal, preparing letters, minutes of meeting etc.

Job Requirements and Qualifications :

1. Fresh graduate or Diploma holders are welcomed

Benefits :

- ✓ Performance bonus
- ✓ Project bonus
- ✓ Allowances
- ✓ Yearly increment and salary adjustment
- ✓ Other medical and insurance benefits.

Person-in-charge :

Name : Kuan Sun Yew
Contact No. : 019-600 2117
Email : sykuan@ytl.com