

## **Executive, Contract Management**

### **Responsibilities:**

- Coordinate all aspects of contracts from pre-contract to post- contracts.
- Monitor contractors' and suppliers' payments.
- Responsible for project procurement, tendering, pricing and costing.
- Prepare bill of quantities and relevant documentations.

### **Requirements:**

- Bachelor's Degree in Quantity Surveying or equivalent.
- Minimum 3-5 years relevant working experience/skills.
- Strong written and verbal communication skill.
- Strong at relationship building with strong negotiation skills.
- Able to network with consultants, contractors and suppliers.