



FIELD ADMINISTRATOR

Location: Negeri Sembilan

Nationality: Local

Type: Contract

Post: 1

ROLE OVERVIEW:

- Part of Company new project team
- Main expectations of the role are to take initiative and support the team to: maintain profitability within the Company by using his/her Commercial Skill Set.
- Commercial Skill Set includes basic and broad understanding of Contracts, Admin, Public Relations, Accounts, and can act accordingly to support the Site Management team.
- Act as the key coordination person and point of reference for the project team for all contractual matters.
- Establish robust, comfortable and harmonious teamwork among the Company team, acting as a trusted bridge.
- Management and the Non-native Japanese speakers (especially the Contracts Manager)
- Harness good will and mutual respect among the entire Site team.
- Establish good communication and build trust with Consortium Partners, Customer's personnel and other parties including subcontractors, suppliers, owner, owners' engineer, external counsel and consultants.
- Candidate is expected to attend various kinds of meetings held at site to have a clear understanding, collect and compile the ongoing commercial, or potentially commercial issues, and to effectively provide the accurate information to the Contracts Manager/Senior Manager-Project
- Candidate will also assist in site daily office operations by maintaining good communication and foster good rapport among the team. General Site Admin matters will be handled by the Admin Manager.
- Providing general site office IT support (ie. matters relating to office networking, liaising with Vendors/KL office regarding IT problems within the office environment, trouble shooting, solving Internal IT related problems faced by users, etc.
- Any other ad-hoc assignments as and when required from time to time.



REQUIREMENTS

- The key measurable factor will be outputs of proactive activities (non-requested/instructed, but necessary outputs such as providing constructive improvement recommendations, etc.), and completing requested tasks by meeting the given deadlines.
- Other measurable factors will include relationship management internally and externally with peers and other work colleagues, suppliers, contractors, customers and the like.
- The position does not have direct responsibility for any operating targets or budgets.
- The position is not required to supervise others.

EDUCATION & EXPERIENCE

- Degree, Diploma holder
- Similar working experience (nominally 2 construction sites, 5 years accumulative)
- English, Japanese (listening / speaking / writing)
- Basic and broad understanding of Contracts, Admin, Public Relations, Accounts
- Computer literate with MS Word, MS Excel, Outlook and Internet research abilities.
- IT Savvy