

# Job Vacancy



SANJUNG ETIKA SDN BHD  
Wholly Owned Subsidiary of  
Yayasan Sarawak

## WE'RE HIRING

### ASSISTANT MANAGER (PROPERTY, PROJECT & LAND DEVELOPMENT)

#### Job Responsibilities:

- Lead and manage the following core functions under the department.
  - i. **Repair and refurbishment works**, ensuring quality, timely completion, & cost efficiency.
  - ii. **Land and infrastructure development**, including, planning, design coordination, and site execution.
  - iii. **Property management**, covering maintenance operations and stakeholders coordination.
  - iv. **Space rental management** including lease administration, occupancy tracking, & asset performance monitoring.
- Develop and implement strategic plans and annual work programs aligned with organizational goals.
- Oversee project timelines, budget planning, and resource management to ensure successful execution.
- Liaise with consultants, contractors, regulatory authorities, and tenants to manage approvals, project delivery, and operational compliance.
- Conduct routine site inspections and quality audits to monitor safety, progress, and performance standards.

#### Other Responsibilities:

- Report directly to the Manager (Operations & Business Development).
- Prepare and manage departmental budgets, monitor expenditures, and ensure effective resource allocation.
- Supervise internal teams and coordinate with external consultants, contractors, and service providers.
- Maintain accurate records for lease agreements, tenancy renewals, asset registers, and project documentation.
- Initiate improvement plans to enhance asset value, rental income, and project outcomes.

#### Requirements:

- **Bachelor's Degree** in Civil Engineering, Construction Management, Property Management, Real Estate, or a related discipline.
- Minimum 8 years of working experience, including at least 3 years in a managerial or supervisory role, preferably in construction, property, or development sectors.
- Proven track record in managing repair works, infrastructure development, and property-related projects.
- Strong knowledge of construction practices, development processes, and project lifecycle management.
- Excellent leadership, financial planning, contract management, and stakeholder engagement skills

#### Why Join Us

- Be part of a progressive & diverse organization under **Yayasan Sarawak Group**.
- Lead and contribute to high-impact projects and long-term asset development.
- Career advancement opportunities in a strategic and performance-driven environment.



Send your CV & Cover Letter before  
**18<sup>th</sup> August 2025 to:**

Email: [career.sesb@gmail.com](mailto:career.sesb@gmail.com)

**APPLY NOW**

**More Information**

[sesb.org.my](http://sesb.org.my)

