## Job Vacancy



# WE'RE HIRING

### **Executive Facilities Management**

### Job Responsibilities:

- To be based at Sanjung Etika Sdn. Bhd HQ, Kuching, Sarawak.
- Plan, Develop & implement a comprehensive
   Preventive Maintenance Schedule (PMS) for all building systems and assets.
- Manage & respond to reactive & corrective maintenance tasks to ensure minimal service disruption.
- oversee maintenance activities for:
  - a. Electrical & Mechanical Systems
  - b. Plumbing, drainage & water systems
  - c. Building structure & civil works
  - d. Cleaning, landscaping & civil works
- Coordinate with contractors & vendors to ensure timely & quality execution of scheduled works,
- Conduct regular site inspections, audits & performance evaluations to ensure compliance with safety, quality & statutory standards

#### Other Responsibilities:

- Report directly to the Senior Executive.
- Prepare annual maintenance budgets and monitor budget usage to ensure cost-effective operations.
- Assist in procurement planning for services, materials
   & equipment.
- Supervise in-house & outsourced maintenance personnel.
- Monitor & report on key performance indicators (KPIs) related to Facility Services.
- Support the implementation of **asset management** strategies and **energy efficiency** initiatives.



- Bachelor's Degree in Facilities Management, Building Services, Mechanical, Electrical or Civil Engineering.
- Minimum 5 years of experience in facilities management experience or property management.
- Strong knowledge of preventive, reactive & corrective maintenance principles.
- Familiar with building codes, regulatory requirements & industry best practices.
- Hands-on experience with contractor management, budgeting & maintenance planning tools.
- Exellence communication, leadership & problem solving skills.

#### **Benefits:**

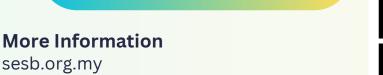
- Be part of a progressive & diverse organization under Yayasan Sarawak Group.
- Involvement in a diverse portfolio of facilities, infrastructure & property projects.
- Career growth opportunities in a stable & supportive working environment.



Send your CV & Cover Letter before 11<sup>th</sup> August 2025 to:

Email: career.sesb@gmail.com

**APPLY NOW** 





## Job Vacancy



# WE'RE HIRING

### EXECUTIVE (PROJECT ENGINEER / ENGINEER

### Job Responsibilities:

- Manage & supervise repair & refurbishment works under Facilities Management Services (FM)
- Participate in planning and executing Property
   Management & Land Development projects.
- Oversee contractors to ensure compliance with project specifications, quality, safety standards, and timelines.
- Coordinate with consultants, local authorities and internal stakeholders for approvals & project execution.
- Conduct regular site inspections & prepare detailed technical & progress reports.

### Other Responsibilities:

- Report directly to the Assistant Manager
- Prepare project plans, budgets & implementation schedules.
- Lead project teams & supervise technical staff or contractor on-site
- Monitor project expenditure & ensure cost-effective delivery.
- Support departmental objectives, continuous improvement & operational excellence.

### **Requirements:**

- Bachelor's Degree in Civil Engineering or related discipline from a recognized institution.
- Minimum 5 years of experience in the construction or engineering field.
- Demonstrated experience in leading teams & handling infrastructure of building projects.
- Proficient in project management & familiar with industry standards, safety compliance, & site supervision.
- Strong analytical, leadership & communication skills.

### Why Join Us

- Be part of a progressive & diverse organization under Yayasan Sarawak Group.
- Exposure to a variety of engineering & development projects.
- Career growth opportunities in a stable & supportive working environment.



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