

Job Vacancy



SANJUNG ETIKA SDN BHD
Wholly Owned Subsidiary of
Yayasan Sarawak

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.

Requirements:

- **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.
- Excellence 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
11th August 2025 to:**

Email: career.sesb@gmail.com

APPLY NOW

More Information
sesb.org.my



Job Vacancy



SANJUNG ETIKA SDN BHD
Wholly Owned Subsidiary of
Yayasan Sarawak

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.



**Send your CV & Cover Letter before
11th August 2025 to:**

Email: career.sesb@gmail.com

APPLY NOW

More Information

sesb.org.my

