

	SIAB (M) SDN BHD	DOC. REF. : SIAB/QESHM/SEC2.3
	QESH MANUAL	REV. No. : 0
	JOB RESPONSIBILITY & AUTHORITY	ISSUE DATE : 1 JANUARY 2019
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SENIOR CONTRACT EXECUTIVE / CONTRACT EXECUTIVE

Duties and Responsibilities:

1. Assist the Contracts Manager to carry out pre-contract and post-contract activities.
2. Implement all policies, activities, procedures, instructions as relevant and required by the QESH management system.
3. Comply with client and applicable legal and other requirements.
4. Implement plan actions from risks and opportunities assessment.
5. Take responsibility for prevention of work-related injury and ill health.
6. Assist in preparing quotations, pre-qualification documents and tender documents.
7. Prepare and submit progress claims and final accounts to client.
8. Prepare and maintain subcontractor's Workmen Compensation, Insurance All Risk and Performance Bonds.
9. Evaluate progress claims and final accounts from subcontractors.
10. Take-off quantities from drawings and prepare bill of quantities.
11. Undertake any and all other duties and responsibilities as so instructed by the superior.

Accountability:

12. Accountable for the quality, safety, health and environmental performance at his workplace.

Authority:

NA