




## **Vacancy for Quantity Surveyor**

-  **Location:** Balakong Area
-  **Company:** Infinity RC Builder Sdn Bhd
-  **Employment Type:** Full-time









### **Job Responsibilities:**

- Prepare quotations, cost estimates, and material take-offs based on drawings/specifications
- Review contract documents, LOAs, and subcontracts
- Handle monthly progress claims, variation orders, and final accounts
- Conduct site visits for measurement and verification
- Assist in material procurement and cost tracking
- Liaise with main contractors, suppliers, and internal project teams
- Evaluate subcontractor quotations and conduct cost budgeting
- Prepare variation orders (VO), final accounts, and project reports

### **Requirements:**

- Diploma/Degree in Quantity Surveying or related field
- Minimum 1–3 years working experience in construction (fresh graduates are encouraged to apply)
- Familiar with construction materials, pricing, and drawings
- Strong analytical, communication, and negotiation skills
- Proficient in Microsoft Excel and AutoCAD
- Willing to travel to site as required

### **What We Offer:**

-  **Competitive Salary** – Based on experience and performance
-  **Performance Bonus** – Project-based rewards and annual performance incentives
-  **Career Growth** – Opportunities to handle bigger projects and upskill through training
-  **Hands-On Experience** – Be involved in real site operations, not just paperwork
-  **Travel Allowance / Mileage Claims** – For project site visits (if applicable)
-  **Mobile Allowance** – Stay connected on-site and in the office
-  **Paid Annual Leave & Public Holidays** – Work-life balance matters
-  **Supportive Team Culture** – We value collaboration, positivity, and personal growth

### **To Apply:**

Send your resume and expected salary to [admin@ircbuilder.com](mailto:admin@ircbuilder.com)  
Subject: *Application for Quantity Surveyor – [Your Name]*