Vacancy for Assistant Manager

Location : Selangor
Company : Infinity RC Builder Sdn Bhd
Employment Type : Full-time
Salary : RM 5,500 – RM 7,500 /month
(Based on experience and performance)

We are seeking a talented **Assistant Manager** to join our dynamic team at Infinity RC Builder Sdn Bhd. As an Assistant Manager, you will play a crucial role in overseeing construction projects, coordinating site operations, and ensuring projects are completed safely, on time, and to the highest quality standard.

Job Responsibilities:

- Assist in managing and coordinating construction projects from commencement to completion.
- Oversee and monitor site progress, manpower, and project schedules.
- Coordinate with clients, consultants, contractors, subcontractors, and suppliers.
- Ensure works are carried out according to drawings, specifications, and quality requirements.
- Monitor and ensure compliance with safety regulations and industry best practices.
- Identify and resolve technical and operational issues during project execution.
- Review project reports, progress claims, and site documentation.
- Provide leadership and support to site engineers, supervisors, and construction teams.

Requirements:

- Diploma, Advanced/Higher/Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, Professional Degree in Civil Engineering or a related field.
- Minimum 5 years of relevant experience in construction project management, site management, or a similar role.
- Strong understanding of construction methods, materials, and building codes.
- Proficient in reading and interpreting engineering drawings, plans, and specifications.
- Excellent leadership, problem-solving, and decision-making skills.
- Effective communication and teamwork skills.
- Proven track record of successfully delivering construction projects on time and within budget.
- Experience in RC Sub Work is preferred.
- Must be able to outstation.
- Working sites may be located across Peninsular Malaysia (West Malaysia).

What We Offer:

🎯 **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.my**
Subject: *Application for Assistant Manager – [Your Name]*

Your application will include the following questions:

- How many years' experience do you have in a quality control (QC) role?
- Which of the following statements best describes your right to work in Malaysia?
- What's your expected monthly basic salary?
- Which of the following types of qualifications do you have?
- How many years' experience do you have as an Assistant Manager?
- How many years' experience do you have in the construction industry?
- Which of the following languages are you fluent in?
- Are you willing to travel for this role when required?