



## JOB VACANCIES

Science-Tech Solutions Sdn Bhd (STS), is an established Engineering Construction and Technical Services Provider for more than 25 years in the Oil, Gas and Petrochemical (OGP) Industry. Our areas of expertise include Project Management, Engineering Procurement, Construction and Commissioning (EPCC), Plant Maintenance, Revamp, Shutdown and Turnaround.

Due to our rapid expansion both locally and overseas, we are looking for suitably qualified candidates with the right attitude and skills to grow with us in meeting our business objectives.

**Most of the vacancies will initially be based in Pengerang, Johor, Malaysia.** Attractive remuneration package to commensurate with the qualifications, experiences and skills will be offered to the successful candidates.

### 1.0 PROJECT ENGINEER

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#### JOB DESCRIPTIONS/RESPONSIBILITIES

- Manage, supervise, coordinate and oversees Project Site Planning, Activities, Implementations and Controlling.
- Prepare and monitor Work Schedules, Project Budget and Costing, Timeline, Monitor and Allocation of Materials and Resources, Perform Testing and Commissioning.
- Attend site inspections, meetings and prepare reports, identify site issues, performance monitoring, and site-works must be according to Plan, Schedule, Quality and with HSSE compliance.
- Supervise engineering activities of installation, construction and commissioning of Plants and Equipments/Machineries.
- Perform any other Job Functions assigned by the Superior or Management.

#### JOB QUALIFICATIONS/REQUIREMENTS

- Candidate must possess minimum Diploma/Advanced/Degree in Mechanical, Electrical, Civil, Industrial, Constructions/Structural Engineering or equivalent.
- At least 3 years of working experience in Project Engineering and Management and candidate with working experiences in O&G industry is an added advantage.
- A Team player with strong Leadership, Coaching and Supervisory Skills and able to handle multiple tasks in a fast-paced environment, result-oriented with quality deliverables.
- Very good in communication, interpersonal and negotiation skills combined with disciplined and organized in handling day-to-day tasks.

## 2.0 M&E ENGINEER

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### JOB DESCRIPTIONS/RESPONSIBILITIES

- Provide Technical Leadership and Expertise in Mechanical and Electrical Engineering and Maintenance aspects of Plant and Equipments/Machineries.
- Plan, execute and supervise mechanical and electrical components of Plants and Equipments/Machineries. Perform good upkeep and maintenance of Plant, Machineries and Equipments with schedule maintenance services.
- Perform all preventive, daily check-up and repairing works at Plant and Machineries and Equipments at Warehouse.
- Conduct routine inspection of Plants and Machineries and identify areas of improvement in terms of efficiency, uptime, cost reduction, etc.
- Perform any other Job Functions assigned by the Superior or Management.

### JOB QUALIFICATIONS/REQUIREMENTS

- Candidate must possess minimum Diploma/Advanced/Degree in Mechanical, Electrical, Civil, Industrial, Constructions/Structural Engineering or equivalent.
- At least 3 years of working experience in M&E Engineering works and candidate with working experiences in O&G or Manufacturing industry is an added advantage
- A Team player with strong Leadership, Coaching and Supervisory Skills and able to handle multiple tasks in a fast-pace environment, result-oriented with quality deliverables.
- Very good in communication, interpersonal and negotiation skills combined with discipline and organized in handling day-to-day tasks.

### 3.0 SAFETY AND QC ENGINEER

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#### JOB DESCRIPTIONS/RESPONSIBILITIES

- Provide Technical Leadership and Expertise in both HSSE and QUALITY for the team, projects and management.
- Develop, plan, communicate and implement company-wide HSSE and QUALITY policies and procedures in ensuring all the work-done and completed within the HSSE and QUALITY compliances.
- Manage, train and maintain HSSE and QUALITY programs as stipulated and required by the stakeholders (Company, Employees and Clients).
- Perform risk evaluation and assessments in order to mitigate any potential risks and hazardous exposures. To lead the team in HSSE and Quality Assurance Inspection and Support.
- Perform any other Job Functions assigned by the Superior or Management.

#### JOB QUALIFICATIONS/REQUIREMENTS

- Candidate must possess minimum Diploma/Advanced/Degree in Mechanical, Electrical, Civil, Industrial, Constructions/Structural Engineering or equivalent.
- At least 3 years of working experience in handling HSSE and/or QUALITY related works and candidate with working experiences in O&G or Manufacturing industry is an added advantage.
- A Team player with strong Leadership, Coaching and Supervisory Skills and able to handle multiple tasks in a fast-paced environment, result-oriented with quality deliverables.
- Very good in communication, interpersonal and negotiation skills combined with disciplined and organized in handling day-to-day tasks.

#### **4.0 TRAINEE ENGINEER**

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##### **JOB DESCRIPTIONS/RESPONSIBILITIES**

- This shall be on-the-job training where trainees will be given exposures and roles in various engineering and project department.
- To undertake tasks and responsibilities given by the Supervisor or Manager in charge.
- To observe and records all the tasks and responsibilities given and to come-out with the processes for the tasks and to recommend areas of improvement.
- On-the-job training will be conducted between 3 – 6 months, after which the candidates will be assigned to the right and suitable department.

##### **JOB QUALIFICATIONS/REQUIREMENTS**

- Candidate must possess minimum Diploma/Advanced/Degree in Mechanical, Electrical, Civil, Industrial, Constructions/Structural Engineering or equivalent.
- Fresh graduates are encouraged to apply, however candidates with less than one year working experience are also welcome to apply.
- Very good in communication, interpersonal and negotiation skills combined with disciplined and organized in handling day-to-day tasks.

#### **5.0 TECHNICIAN**

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##### **JOB DESCRIPTIONS/RESPONSIBILITIES**

- To ensure all mechanical, structural and electrical system are operating at optimum level.
- To implement and ensure the planned preventive maintenance, repair, rectification works are carried out effectively.
- To assist and undertake tasks and responsibilities assigned by the Engineer and to complete it within the timeline and with quality deliverables.
- Perform any other Job Functions assigned by the Superior or Management.

##### **JOB QUALIFICATIONS/REQUIREMENTS**

- Candidate must possess minimum Diploma/Advanced in Mechanical, Electrical, Civil, Industrial, Constructions/Structural Engineering or equivalent.
- At least 1 year of working experienced as Technician or related works and candidate with working experiences in O&G industry is an added advantage.
- Very good in communication, interpersonal and negotiation skills combined with disciplined and organized in handling day-to-day tasks.

## **6.0 PROJECT PLANNER**

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### **JOB DESCRIPTIONS/RESPONSIBILITIES**

- Prepare master works program and detailed works program using Primavera Project Planner.
- Develop project implementation schedule, planning sheets during preparation of detailed works program and periodical progress report.
- Prepare weekly and monthly progress report for superior, management and client.
- Perform any other Job Functions assigned by the Superior or Management.

### **JOB QUALIFICATIONS/REQUIREMENTS**

- Candidate must possess minimum Diploma/Advanced/Degree in Civil, M&E, Industrial, Constructions/Structural Engineering or equivalent.
- At least 1 year of related working experienced and candidate with working experiences in O&G or Construction industry is an added advantage.
- Very good in communication, interpersonal and negotiation skills combined with disciplined and organized in handling day-to-day tasks.

## **7.0 MATERIAL/STORE COORDINATOR**

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### **JOB DESCRIPTIONS/RESPONSIBILITIES**

- To manage and monitor materials, consumables stocks, spare parts which include its stock level and movement.
- To upkeep stock-related documents and with proper record-keeping.
- To maintain proper housekeeping and cleanliness of the store/warehouse.
- Perform any other Job Functions assigned by the Superior or Management.

### **JOB QUALIFICATIONS/REQUIREMENTS**

- Candidate must possess minimum SPM/Diploma in any discipline.
- Previous working experience in industrial warehouse management is an added advantage.
- Must be proficient in MS Office applications or any related store/warehouse application software.
- Very good in communication, interpersonal and negotiation skills combined with disciplined and organized in handling day-to-day tasks.

## 8.0 IT SUPPORT

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### JOB DESCRIPTIONS/RESPONSIBILITIES

- Perform basic network and client set-up, manage website domain, trouble-shooting PC/Softwares, telecommunication and related issues.
- Monitor and Support IT/Telecommunication, PC/Software, Hardware in order to operate at satisfactorily level.
- Perform any other Job Functions assigned by the Superior or Management.

### JOB QUALIFICATIONS/REQUIREMENTS

- Candidate must possess minimum Diploma/Advanced/Degree in Computer Science, IT or equivalent.
- At least 1 year working experience in the related field
- Specialized in MS Office, IT, Computer hardware, Application Software is an added advantage.
- Very good in communication, interpersonal and negotiation skills combined with disciplined and organized in handling day-to-day tasks.

## 9.0 ACCOUNTS AND ADMINISTRATIONS

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### JOB DESCRIPTIONS/RESPONSIBILITIES

- To prepare monthly management accounts and year-end financial report with full set of accounts
- To update cashflow, payments, accounts receivables, accounts payables, general ledgers and monthly bank reconciliation for monthly management report.
- To check and ensure that all cash books for receipt and payments are correctly taken-up on daily basis and properly recorded into the Accounting System.
- Perform any other Job Functions assigned by the Superior or Management.

### JOB QUALIFICATIONS/REQUIREMENTS

- Candidate must possess minimum Professional Certificate/Diploma/Advanced/Degree in Accounting, Finance or equivalent.
- At least 1 year of working experience in handling Accounts and Administration works.
- Proficiency in any Accounting Software and MS Office
- Very good in communication, interpersonal and negotiation skills combined with disciplined and organized in handling day-to-day tasks.

If you are interested to pursue your career with STS group of companies, kindly email your resume to [admin@stskompanies.com.my](mailto:admin@stskompanies.com.my)

**ONLY SHORTLISTED CANDIDATES WILL BE  
NOTIFIED FOR INTERVIEW**