

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Chief Executive Officer (1/2)	Revision No. 0	Doc Ref : QMS/JDM/BOD/CEO

Designation : Chief Executive Officer

Department : Board of Directors (BOD/MRB)

Job Description Ref. : QMS/JDM/BOD/CEO

Reporting To : Board of Directors (BOD)

Min. Qualification : Degree in any discipline or entrepreneur capable

Professional Skills : Min. 5 years as a accomplished executive with domestic and international in operations and P&L oversight.

Duties and Responsibilities:

1. As the highest ranking in the organization, to set Company vision, mission, policy and objectives together with his associates include a Managing Director (MD), Financial Controller (FC), Project Director (PD) or Management Representative (MR).
2. To provide short term and long term business plans.
3. To develop business strategies and opportunities for the Company.
4. To ensure proper execution and administration of Company policies and procedures through the setting up of effective and efficient management team.
5. To provide direction and leadership to the management team in achieving Company objectives.
6. To control and administer all finances relating to the operation of the Company's business.
7. To make sound capital investments in providing maximum gain to the Company.
8. To chair Management Meeting and Management Review Board (MRB) meeting.
9. To monitor and evaluate the overall performance of the Company in terms of business development and turnover, operational capability and professionalism, profitability and financial standing, customer satisfaction and values, human resource development and training, and quality service.
10. As a leader to provide leadership, resources and support required for the implementation and on-going maintenance for the Company's Quality Management System (QMS) and Computer Network System (CNS).
11. As a communicator to ensure that the quality policy is understood, implemented and maintained at all levels in the organization and the press and rest of the outside world.

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	Job Descriptions Manual : Chief Executive Officer (2/2)	Revision No. 0	Doc Ref : QMS/JDM/BOD/CEO

Authority:

1. To review and approve the following:
 - Company vision, mission, policy and objectives.
 - Issuance of project tender pricing and acceptance of contract.
 - Letter of award, contract and subcontract documents to Sub-Contractors as per Approval Limit Table.
 - Purchase orders to Suppliers as per Approved Limit Table.
 - Financial Budgets.
 - Purchase of Capital equipment requirements.
 - Employee recruitment and employee development plans.
 - Employee's payroll.
 - Relevant minutes of meeting.
2. To appoint the Management Representative for the Company's Quality System Management.
3. To authorize all capital investments, expenditures and payments.

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature:

Name:

Date:

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Managing Director (1/2)	Revision No. 0	Doc Ref : QMS/JDM/BOD/MD

Designation : Managing Director (MD) / Executive Director (ED)

Department : Board of Directors (BOD/MRB)

Job Description Ref. : QMS/JDM/BOD/MD (ED)

Reporting To : CEO

Min. Qualification : Degree in any discipline or entrepreneur capable

Professional Skills : Min. 5 years of demonstrated combined experience in M&E management and contract management.

Duties and Responsibilities:

1. As an executive head of a company, he/she is responsible for the development of business strategies towards securing of projects, implementation of projects, achievement of customer satisfaction and meeting Company quality objectives.
2. To work closely with CEO to determine Company's business development.
3. To provide leadership and direction for strategic project planning, project budgeting and project management.
4. To develop strategies to maximize output, quality and yields in undertaking projects.
5. To attend tender interview when requested by customer.
6. To support all Department Managers by actively participating in decision making, problem solving and attending to customer complaints.
7. To be responsible for the development of standards for cost controls, project cost reporting and cost review.
8. To maintain good public relationships with customer, relevant authorities and consultants.
9. To track, monitor and evaluate monthly performance to meet Company objectives.
10. To develop, train and motivate subordinates to excel in all Company projects or activities.
11. To chair the Strategic and Tactical Meeting (S&TM) and Tender Committee Meeting (TCM).
12. To be responsible for the assessment, review and approval of all tenders and liaison with potential clients.
13. To undertake any and all other duties and responsibilities as so set by MRB or BOD.

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	Job Descriptions Manual : Managing Director (2/2)	Revision No. 0	Doc Ref : QMS/JDM/BOD/MD

Authority:

To review and approve the following:

- Project tender pricing.
- Purchase Requisition Form.
- Sub-Contractors and Suppliers qualification listings.
- Letter of award, contract and subcontract documents to Sub-Contractors as per Approval Limit Table.
- Purchase orders as per Approval Limit Table.
- Presentation Budgets.
- Capital equipment requirements.
- Petty cash expenses.
- Employee recruitment requirement and training programs.
- Relevant minutes of meeting.

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature:

Name:

Date:

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Management Representative (1/2)	Revision No. 0	Doc Ref : QMS/JDM/BOD/MR

Designation : Management Representative/
Quality Management Representative

Department : Board of Directors (BOD/MRB)

Job Description Ref. : QMS/JDM/MRB/MR (QMR)

Reporting To : CEO

Min. Qualification : Degree in any discipline

Professional Skills : Min. 3 years of demonstrated combined experience
in M&E management and Quality Management System

Duties and Responsibilities:

1. To serve as the Management Representative (MR) for the Company.
2. To implement all policies, activities, procedures, instructions as relevant and required by the Quality Management System (QMS).
3. To monitor the implementation of the QMS at all levels of the Company.
4. To ensure on-going conformance of the QMS to the Internal Standard, ISO 9001:2015
5. To prepare and maintain the QMS documents.
6. To ensure that all amendments and changes to the QMS documents are carried out with prior approval from CEO.
7. To ensure that all QMS documents are controlled, issued and distributed to all recipients as per distribution lists in the respective manuals.
8. To assist all department heads and personnel of the Company on day-to-day implementation of the QMS.
9. To plan and determine Internal Quality Audit (IQA) requirements.
10. To ensure all corrective and preventive actions are carried out timely and effectively and the Non-Conformances Report (NCR) are closed out.
11. To liaise with Certification International (CI), SIRIM and other external standards organizations on issues related to quality.
12. To report on the implementation, performance and effectiveness of the QMS to the Management Review Board (MRB).
13. To ensure the minutes of MRB meetings are prepared and issued to members.

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	Job Descriptions Manual : Management Representative (2/2)	Revision No. 0	Doc Ref : QMS/JDM/BOD/MR

14. To facilitate induction training on the Company's QMS to all new staff.

15. To undertake any and all other duties and responsibilities as so instructed by MRB or BOD.

Authority :

- To sign on "prepared by" column for all QMS documents.
- To approve the Document Change Form for the request of any new documents or amendments and changes to existing documents in the QMS.
- To issue NCR on non-conformances identified.
- To appoint Internal Quality Auditors and their assistants (if required).

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature :

Name :

Date :

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Project Director (1/2)	Revision No. 0	Doc Ref : QMS/JDM/BOD/PD

Designation : Project Director / Business Development Director (BDD)

Department : Board of Directors (BOD/MRB)

Job Description Ref. : QMS/JDM/MRB/PD (BDD)

Reporting To : CEO / MD

Min. Qualification : Degree in any engineering

Professional Skills : Min. 3 years of demonstrated combined experience in M&E management and contract management.

Duties and Responsibilities:

1. To be responsible for the development of business strategies towards securing of projects, implementation of projects, achievement of customer satisfaction and meeting Company quality objectives.
2. To support Contracts and Project Department Managers by actively participating in decision making, problem solving and attending to customer complaints.
3. To coordinate the design strategy with the departments of marketing, communication and innovation.
4. To implement all policies, activities, procedures, instructions as relevant and required by the QMS.
5. To undertake any and all other duties and responsibilities as so set by MRB or BOD

Authority:

To review and approve the following:

- Project tender pricing.
- Sub-Contractors and Suppliers qualification listings.

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	Job Descriptions Manual : Project Director (2/2)	Revision No. 0	Doc Ref : QMS/JDM/BOD/PD

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature:

Name:

Date:

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Technical Director (1/2)	Revision No. 0	Doc Ref : QMS/JDM/QSA/TD

Designation : Technical Director

Department : Quality System Administration Department

Job Description Ref. : QMS/JDM/QSA/TD

Reporting To : CEO / MD

Min. Qualification : Degree in any engineering

Professional Skills : Min. 3 years of demonstrated combined experience in M&E management and contract management.

Duties and Responsibilities:

1. To provide technical directions on business decisions and in the execution of specific projects.
2. To be responsible for the development of business strategies towards securing of projects, implementation of projects, achievement of customer satisfaction and meeting Company quality objectives.
3. To develop, train and motivate subordinates to excel in all Company projects or activities.
4. To coordinate the design strategy with the departments of marketing, communication and innovation.
5. To implement all policies, activities, procedures, instructions as relevant and required by the Quality System.
6. To develop, train and lead the quality team in M&E day-today operations.
7. To be responsible to communicate at all levels to resolve quality issues and to establish /drive execution or implementation of quality improvement plan.
8. To undertake any and all other duties and responsibilities as so set by MRB or BOD

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Technical Director (2/2)	Revision No. 0	Doc Ref : QMS/JDM/QSA/TD

Authority:

To review and approve the following:

- Quality system documents, internal audit and process improvement plans.
- Employee recruitment requirement and training programs.

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature:

Name:

Date:

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Quality System Administration Executive (1/2)	Revision No. 0	Doc Ref : QMS/JDM/QSA/QSAE

Designation : Quality System Administration Executive

Department : Quality System Administration Department

Job Description Ref. : QMS/JDM/QSA/QSAE

Reporting To : MR / TD

Min. Qualification : Diploma in any discipline with ISO & IQA Certificates

Professional Skills : 1-2 years of relevant experience
in M&E services and Quality Management System.

Duties and Responsibilities:

1. To prepare, hold and maintain the master copy of all Quality System documents.
2. To carry out amendments and changes to the Quality System documents.
3. To control, issue and distribute Quality System documents to all recipients as per distribution lists in respective manuals.
4. To assist all department heads and personnel on day-to-day implementation of the Quality System.
5. To assist MR in monitoring the implementation of the Quality System at all levels of the Company.
6. To implement, coordinate and monitor on the progress of IQA program.
7. To assist MR in monitoring all NCRs and ensure that they are closed out timely.
8. To assist MR in the preparation of analysis of data.
9. To liaise with CI, SIRIM and other external standards organizations on behalf of MR as so instructed.
10. To conduct induction training on the Company's QMS to all new staff.

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	Job Descriptions Manual : Quality System Administration Executive (2/2)	Revision No. 0	Doc Ref : QMS/JDM/QSA/QSAE

11. To prepare and issue minutes of MRB meetings to members.
12. To implement all policies, activities, procedures, instructions as relevant and required by the QMS.

Authority: Nil

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature :

Name :

Date :

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Internal Quality Auditor (1/2)	Revision No. 0	Doc Ref : QMS/JDM/QSA/IQA

Designation : Internal Quality Auditor
 Department : Quality System Administration Department
 Job Description Ref. : QMS/JDM/QSA/IQA
 Reporting To : MR /TD
 Min. Qualification : Diploma in any discipline & ISO & IQA Certificate
 Professional Skills : 1- 2 years of relevant experience
 in M&E services and Quality Management System.

Duties and Responsibilities:

1. To conduct Internal Quality Audit (IQA) under instructions from MR.
2. To act as the Lead Auditor (when required).
3. To recommend the appointment of assistant auditors (if necessary).
4. To prepare IQA report.
5. To investigate and assess the on-going implementation and effectiveness of the Company's Quality System.
6. To report on non-conformances for corrective and preventive actions.
7. To implement all policies, activities, procedures, instructions as relevant and required by the Quality System.
8. To undertake any and all other duties and responsibilities as so set by MR /TD

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Quality Auditor (2/2)	Revision No. 0	Doc Ref : QMS/JDM/QSA/QA

Authority:

- To execute and report on IQA.
- To issue NCR on non-conformances identified.

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature :

Name :

Date :

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Safety Supervisor (1/2)	Revision No. 0	Doc Ref : QMS/JDM/QSA/SS

Designation : Safety Supervisor

Department : Quality System Administration Department

Job Description Ref. : QMS/JDM/QSA/SO

Reporting To : Technical Director

Min. Qualification : Industrial/Occupational Safety & Health Certificate

Professional Skills : 2-3years of relevant experience
in M&E services and EHS Management System.

Duties and Responsibilities:

1. To maintain so far as is practicable a safe and healthy working environment for all personnel in its office and worksites.
2. To ensure work site accident prevention, hazard control, injury prevention, health preservation and promotion.
3. To liaise with external standards organizations or external departments (DOSH) on issues related to Safety & Health. (JKKP 8 preparation and submittal)
4. To assist in formulating comprehensive safety and health rules, procedures and programs on specific individual safety and health matters (as required basis).
5. To administer appropriate safety and health programs.
6. To holding regular meetings with all project related personnel to discuss and review safety and health performances.
7. To encourage total participation of all project related personnel to promote safe and healthy working conditions for everybody concerned.
8. To ensure all foreign workers engaged by the Company or its Sub-Contractors have valid work permits at the work sites.
9. To conduct safety orientation training for all new employees mainly project managers, project executives, project coordinators, project supervisors, site workers, including foreign workers, etc. of the Company in order to be familiarized with the Company's safety and health requirement prior to start work.
10. To ensure all workers, who had been safety orientated be issued with security passes for entering the work site.
11. To conduct daily safety induction to all site workers before starting work (as required basis).

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Safety Officer (2/2)	Revision No. 0	Doc Ref : QMS/JDM/QSA/SO

12. To ensure all personal protective equipment are worn by site project personnel at all times.
13. To inspect, record, hold in custody and maintain all personal protective equipment belonging to the Company to allow easy identification, traceability, serviceability and accountability.
14. To conduct random inspections on personal protective equipment worn by project personnel or workers engaged by the Company's Sub-Contractors at work sites to ensure its appropriateness and functionality.
15. To report irregularities or non-compliance or non-conformance of any matters relating to the safety and health measures upheld by the Company.
16. To ensure all scaffolding used for the purpose of the Company's project implementation at the worksites are in compliance with scaffolding erection and usage instructions.
17. To strictly enforce good housekeeping and fire prevention of the work place are being practiced either by the Company's project personnel or site workers engaged by the Company's Sub-Contractors.
18. To issue warning (verbal or written) and impose penalty to those who do not observe safety and health instructions at the work sites.
19. To implement all policies, activities, procedures, instructions as relevant and required by the QMS.
20. To conduct periodical safety patrols or inspections in accordance to the approved schedule by the Company.
21. To raise all site work related accident or injury reports in accordance to Non-Conformance (NCR) procedures immediately without jeopardizing the life of injured personnel or property destruction. If necessary, make police reports as appropriately.
22. He/she may be assigned to a single project or may oversee a number of projects

Authority: Nil

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature:

Name:

Date:

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Quality Assurance / Quality Control Manager (1/2)	Revision No. 0	Doc Ref : QMS/JDM/QSA/QAQCM

Designation : Quality Assurance/ Quality Control Manager

Department : Quality System Administration Department

Job Description Ref. : QMS/JDM/QSA/QAQCM

Reporting To : Technical Director

Min. Qualification : Diploma in any discipline

Professional Skills : 3-4 years of relevant experience
in M&E services and QAQC Management System.

Duties and Responsibilities:

1. To assist in monitor, provide quality assurance and optimizing designs to suit appropriate projects and ensure the completion of project within schedule and budget.
2. To ensure the works are well coordinated within the consultant /designer /owner team, core team and contracted teams right from the planning stage till handling over the completed project.
3. To ensure the works are done in accordance with the consultant / designer /owner specifications and drawings as approved by relevant parties and local authorities.
4. To assist in executing regular check that materials / equipments for construction delivered are to the specifications, properly stored and protected from damages.
5. To assist on company, consultant, designer, owner on all authorities related matters.
6. To attend regular site meetings and liaise with the consultants/ Designers/ Owner, Core Team and Site Contracted Teams.
7. To implement all policies, activities, procedures, instructions as relevant and required by the QMS.
8. He/she may be assigned to a single project or may oversee a number of projects

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Quality Assurance / Quality Control Manager (2/2)	Revision No. 0	Doc Ref : QMS/JDM/QSA/QAQCM

Authority : Nil

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature:

Name:

Date:

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Financial Controller (1/3)	Revision No. 0	Doc Ref : QMS/JDM/FIN/FC

Designation : Financial Controller / Sr Accounts Manager

Department : Finance/Administration

Job Description Ref. : QMS/JDM/FIN/FC (SAM)

Reporting To : CEO

Min. Qualification : Accounting related Degree / ACCA / CIMA / ICSA

Professional Skills : Min. 3 years experience in an accounting supervisor /manager or assistant controller position.

Duties and Responsibilities :

1. To be responsible for the overall Company finance and administration in formulating policies and procedures pertaining to finance and human resource development.
2. To be responsible in all aspects of accounting and finance functions, especially in the monitoring of financial facilities and preparation of monthly financial reports.
3. To enforce accounting controls and maintain Administration Ledger, Creditors Ledger and Debtors Ledger.
4. To lead and supervise all accounts staffs on day to day accounting entry and ensure timely closing of month end accounts.
5. To ensure all accounts staffs conduct monthly billings, payment and reconciliation of accounts.
6. To maintain strong internal controls through periodic review, self-audit evaluation and to recommend for improvement to accounting structure, policies and procedure.
7. To develop and improve the system of internal financial auditing.
8. To ensure accounting staffs verify their daily recording of cash in and out in the "Cash Book".
9. To control and implement petty cash management.

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	Job Descriptions Manual : Financial Controller (2/3)	Revision No. 0	Doc Ref : QMS/JDM/FIN/FC

10. To prepare and control Company's Presentation Budget and cash flow budget.
11. To ensure a system in place for the preparation of Cashier's Order, Bank Draft, Bank Acceptance, Letter of Credit, Performance Bond and Bank Guarantee.
12. To be responsible for obtaining and renewal of contactors all risks insurance, workman compensation insurance, motor vehicles insurance and road tax.
13. To maintain Company assets and properties record.
14. To be responsible for collection of rents on Company assets.
15. To facilitate and manage leasing requirement for equipment.
16. To assist in setting up accounting systems for related and associated companies.
17. To supervise and maintain overall control of the accounting and financial management systems in the Company as well as related and associated companies.
18. To liaise with related and associated companies on inter-company accounting transactions.
19. To liaise with auditors for submission of audited accounts to the Inland Revenue Board of Malaysia for taxation purposes.
20. To liaise with Malaysian Customs on sales or service tax.
21. To liaise with solicitors and bankers on financial facilities, investment, deposit and its documentation.
22. To implement all policies, activities, procedures, instructions as relevant and required by the Quality Management System.
23. To undertake any and all other duties and responsibilities as so set by MRB or BOD.

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Financial Controller (3/3)	Revision No. 0	Doc Ref : QMS/JDM/FIN/FC

Authority :

- To hold and dispense petty cash.
- To verify relevant accounting vouchers, payments and Sub-Contractor Progress Claims.
- To control the relevant computerized accounting system for the Company and its associated companies.

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature :

Name :

Date :

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Procurement & Administrative Manager (1/2)	Revision No. 0	Doc Ref : QMS/JDM/FIN/PAM

Designation : Procurement & Administrative Manager

Department : Finance / Operations Department

Job Description Ref. : QMS/JDM/FIN/PAM

Reporting To : Financial Controller / Managing Director

Min. Qualification : Business Management/Business Studies Degree/

Professional Skills : 2-3 years experience in directing administrative / procurement activities

Duties and Responsibilities :

1. To develop effective administrative and clerical procedures and practices
2. To establish principles and processes in customer service and personal management.
3. To consult with FC/MD on appropriate administrative actions and make recommendations to top management on Company administrative matters.
4. To monitor building and renewal of development work to enhance effectiveness, also make sure environmental, health and security standards are maintained as per local rules and regulations.
5. To perform management system evaluation for improvement and effectiveness.
6. To guide and assist the supportive services section
7. To identify, contract, and manage the various ancillary trades and vendors for a construction project
8. To provide with a scope of work for the project that needs to be performed by contractor / sub-contractor.
9. To obtain competitive pricing, negotiate contracts, and then work with the project manager to ensure the vendors adequately perform their scope of work
10. To ensure that each employee is familiar with QMS processes.
11. To ensure that the ISO 9001:2015 standard of quality administration is maintained at all times.
12. To implement all policies, activities, procedures, instructions as relevant and required by the QMS.

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	Job Descriptions Manual : Procurement & Administrative Manager (2/2)	Revision No. 0	Doc Ref : QMS/JDM/FIN/PAM

Authority:

Nil

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature :

Name :

Date :

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Finance / Administrative Manager (1/2)	Revision No. 0	Doc Ref : QMS/JDM/FIN/FAM

Designation : Finance & Administrative Manager

Department : Finance/Administration

Job Description Ref. : QMS/JDM/FIN/FAM

Reporting To : Financial Controller

Min. Qualification : Administration/Management/Business Studies Degree
/Accounting related Degree / ACCA / CIMA / ICSA

Professional Skills : 2-3 years experience in an accounting supervisor
or manager.

Duties and Responsibilities :

13. To be responsible for all aspects of strategic human resource development and management.
14. To set up the Company general administration, policies and procedures.
15. To consult with FC/CEO on appropriate administrative actions and make recommendations to top management on Company administrative matters.
16. To oversee human resource management and development generally, and training, industrial relations, compensation and benefits specifically.
17. To ensure correct management procedures are practiced and adhered.
18. To perform management system evaluation for improvement and effectiveness.
19. To maximize profitability through effective management and control of manpower capital and resources.
20. To oversee computerized system administration for the Company.
21. To provide media services in public relations and company profiles.
22. To ensure that each employee is familiar with QMS processes.
23. To ensure that the ISO 9001:2015 standard of quality administration is maintained at all times.
24. To implement all policies, activities, procedures, instructions as relevant and required by the QMS.

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	Job Descriptions Manual : Finance & Administrative Manager(2/2)	Revision No. 0	Doc Ref : QMS/JDM/FIN/FAM

Authority:

- To verify the appointment, confirmation, transferring, performance review, promotion, etc. of all employees.
- To approve Company's annual training plan and its budget as prepared by HRE.

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature :

Name :

Date :

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Accounts Executive (1/2)	Revision No. 0	Doc Ref : QMS/JDM/FIN/ACE

Designation : Accounts Executive

Department : Finance/Administration

Job Description Ref. : QMS/JDM/FIN/ACE

Reporting To : Financial Controller

Min. Qualification : Accounting related Diploma / LCCI Certificate

Professional Skills : 1-2 years experience in an accounting supervisor

Duties and Responsibilities :

1. To assist FC in undertaking all the duties and responsibilities as stated in Document Ref : QMS/JDM/FIN/FC.
2. To be responsible for the control and implementation of full set of accounts for each Company under charge.
3. To ensure daily recording of all accounting entries from Cash Book, General Ledger, Debtor Ledger, Creditor Ledger, etc.
4. To hold Company petty cash.
5. To prepare and issue all Company's cheques.
6. To ensure all Purchase Orders, Delivery Orders and Invoices are completed and process for payment accordingly.
7. To ensure all Sub-Contractor Progress Claims are properly prepared by the Operations Department and to process for payment accordingly.
8. To ensure payment received are deposited into the bank without delay.
9. To issue receipts for payment received.
10. To prepare sales and service tax documentation.
11. To keep and maintain proper accounting filing system.
12. To prepare Letter of Credit and other bank facility documents.
13. To keep track of expiry of insurances and road tax.
14. To maintain equipment leasing and asset rental records.

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	Job Descriptions Manual : Accounts Executive (2/2)	Revision No. 0	Doc Ref : QMS/JDM/FIN/ACE

15. To assist FC in handling inter-company accounts and liaison with relevant agencies.
16. To prepare claims for petty cash payment and to submit a monthly petty cash report to AM before the 5th day of the month.
17. To implement all policies, activities, procedures, instructions as relevant and required by the QMS.

Authority :

- To hold and dispense Company petty cash and cheques.

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature :

Name :

Date :

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Human Resource Executive (1/2)	Revision No. 0	Doc Ref : QMS/JDM/FIN/HRE

Designation : Human Resource Executive /Human Resource Manager

Department : Finance/Administration

Job Description Ref. : QMS/JDM/FIN/HRE (HRM)

Reporting To : CEO/FC/FAM

Min. Qualification : Diploma level or its equivalent

Professional Skills : 1-2 years experience in recruitment, HR policies & procedures

Duties and Responsibilities:

1. To be responsible for the development, implementation and co-ordination of personnel policies and procedures covering the following:
 - Employment.
 - Salaries and wages administration.
 - Labour relations.
 - Staff benefits.
 - Training.
 - Employee services.
2. To conduct orientation briefing to the newly employed employees on the Company rules and regulations, duties and responsibilities.
3. To conduct briefing to existing employees transferred to new positions on new duties, responsibilities and work related procedures.
4. To hold and update the employees' leave records covering annual leave, medical leave and other types of leave.
5. To prepare monthly payroll for all employees and to ensure that salary and wages matters are treated with high confidentiality.
6. To prepare Letter of Appointment, Letter of Confirmation, Letter of Promotion, Letter of Salary, Wages Increment, Letter of Inter-Company Transfer and etc.
7. To co-ordinate with Government Authorities such as Labour Office, EPF, SOCSO and Income Tax Department regarding personnel matters.
8. To maintain employee's personal employment file.
9. To ensure applicable Labour laws and procedures are followed in relation to grievance and disciplinary actions.
10. To consult with FAM /FC on the appropriate personnel actions to be taken.

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Human Resource Executive (2/2)	Revision No. 0	Doc Ref : QMS/JDM/FIN/HRE

11. To develop and implement recruiting schemes in order to employ qualified candidates for vacant position.
12. To conduct annual training assessment survey with Department Heads and MR to identify employee's training needs.
13. To source for the relevant training courses and prepare annual training plan and budget.
14. To source for the relevant training courses and prepare annual training plan and budget.
15. To process monthly employee allowable claims for Managers and Executives.
16. To assist FAM/FC in the award of compensation and benefits to employees.
17. To prepare monthly Human Resource reports to FAM/FC
18. To be responsible for the general administration of the Company licensing requirement including preparation of documents for ST, CIDB, JKR, Telecom and other agencies license application or renewal.
19. To implement all policies, activities, procedures, instructions as relevant and required by the QMS.

Authority :

- To issue job descriptions to new employees and existing employees transferred to new positions.
- To implement and conduct training program.

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature:

Name:

Date:

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Building Maintenance Supervisor (1/2)	Revision No. 0	Doc Ref : QMS/JDM/FIN/BMS

Designation : Building Maintenance Supervisor

Department : Finance/Administration

Job Description Ref. : QMS/JDM/FIN/BMS

Reporting To : Accounts Executive/ Financial Controller

Min. Qualification : SPM Grade 3 or equivalent

Professional Skills : 1-2 years experience in maintenance supervision and operational knowledge for building maintenance

Duties and Responsibilities:

1. To be fully responsible to the cleaning, repair and maintenance of buildings and equipment to create right impression, improve employee efficiency and reduce operational cost.
2. To participate, lead and supervise maintenance team in performing carpentry, painting, plumbing, electrical work, building structure and landscaping.
3. To plan building maintenance schedule and renovations and decorating of office areas as and when required.
4. To make arrangements for additional lighting, ventilating and air conditioning equipment as necessary.
5. To purchase maintenance, cleaning and office supplies from local suppliers.
6. To maintain adequate safety protection for the building occupants by insuring the elimination of the fire and other safety hazards.
7. To supervise for the execution and coordination of all housekeeping services to achieve a level of comfort and satisfaction and which is cost effective and operationally viable.
8. To ensure rectification works are carried out, if any, do other work as required and on standby 24 hours for emergency on-call services.
9. To ensure that all work carried out are handled in accordance with the relevant method statements.
10. To implement all policies, activities, procedures, instructions as relevant and required by the QMS.

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Building Maintenance Supervisor (2/2)	Revision No. 0	Doc Ref : QMS/JDM/FIN/BMS

Authority: Nil

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature:

Name:

Date:

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Operations Manager (1/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/OM

Designation : Operations Manager / Director

Department : Operations/Project Department

Job Description Ref. : QMS/JDM/OPS/OM (OD)

Reporting To : Chief Operating Officer

Min. Qualification : Mechanical or Electrical Engineering Diploma

Professional Skills : 4-5 years relevant experience in M&E services,
Engineering or construction related industry

Duties and Responsibilities:

1. To assist CEO/MD for the development of business strategies towards securing of projects, implementation of projects, achievement of customer satisfaction and meeting Company quality objectives.
2. To work closely with CEO/MD to determine Company's business development.
3. To provide leadership and direction for strategic project planning, project budgeting and project management.
4. To develop strategies to maximize output, quality and yields in undertaking projects.
5. To attend tender interview when requested by customer.
6. To support the Project Manager by actively participating in decision making, problem solving and attending to customer complaints.
7. To be responsible for the development of standards for cost controls, project cost reporting and cost review.
8. To maintain good public relationships with customer, relevant authorities and consultants.
9. To track, monitor and evaluate monthly performance to meet Company objectives.
10. To develop, train and motivate subordinates to excel in all Company projects or activities.

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Operations Manager (2/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/OM

11. To ensure the awareness of quality management system and its requirements by all subordinates.
12. To implement all policies, activities, procedures, instructions as relevant and required by the QMS.
13. To undertake any and all other duties and responsibilities as so set by MRB or BOD.

Authority:

- To approve petty cash expenses.
- To approve Purchase Requisition Form.
- To qualify Sub-Contractors and Suppliers.
- To approve Letter of Awards to Sub-Contractors as per approved limit table.
- To approve Purchase Orders to Suppliers as per approved limit table.

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature:

Name:

Date :

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Project Manager (1/3)	Revision No. 0	Doc Ref : QMS/JDM/OPS/PM

Designation : Project Manager

Department : Operations/Project Department

Job Description Ref. : QMS/JDM/OPS/PM

Reporting To : Operations Manager

Min. Qualification : Mechanical or Electrical Engineering Diploma

Professional Skills : 2-3 years relevant experience in M&E services,
Engineering or construction related industry

Duties and Responsibilities:

1. To undertake project installation works including rectification and servicing works related to Mechanical and Electrical services and other services as appropriate.
2. To ensure proper pre-project planning, project implementation, post project and mobilization and demobilization of manpower and equipment to site for project works.
3. To oversee the overall project activities throughout project planning, budgeting, execution and closing.
4. To obtain performance bond and insurance through the Finance Department for customer.
5. To liaise with customers, customer's representative, authorities, Sub-Contractors and Suppliers to ensure proper execution and quality of works.
6. To provide technical support to customer or customer's representative.
7. To provide guidance to Suppliers and Sub-Contractors on Company's quality management system requirements, design and contract specific requirements.
8. To provide leadership and guidance to project team members through coordination meeting for the implementation of the project quality plan and execution of the contract requirements.
9. To prepare estimate and technical document for tenders and pre-qualification submission on request.
10. To participate in respective tender committee meeting and propose award of contract to Sub-Contractor.
11. To plan manpower, materials, equipment and other resources required for implementation of projects.

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Project Manager (2/3)	Revision No. 0	Doc Ref : QMS/JDM/OPS/PM

12. To set up, monitor and report project budget, estimate, costing and expenses.
13. To be accountable for ensuring that all project activities and action during tender, upon being awarded and its execution are triggered, followed through, complete within the time frame and within the budget.
14. To monitor the performance of Suppliers and Sub-Contractors.
15. To monitor and acknowledge of the Sub-Contractor claims and invoices.
16. To plan and coordinate with customer on logistics issues.
17. To control all incoming and outgoing customer supplied materials.
18. To provide guidance to SM/PE/PC in problem solving, customer complaints and project coordination.
19. To set up project specific quality control measures in inspections and tests plan.
20. To provide supervision on the works performed by in-house staff or Sub-Contractors at site.
21. To ensure that Progress Claims are submitted to the Customer on schedule.
22. To ensure the submission of Variation Order (VO) Claims.
23. To review monthly reports and develop remedial measures if necessary.
24. To attend site meeting as required by the project meeting table.
25. To participate or conduct project kick-off meeting.
26. To implement all policies, activities, procedures, instructions as relevant and required by the QMS.

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Project Manager (3/3)	Revision No. 0	Doc Ref : QMS/JDM/OPS/PM

Authority:

- To review and approve Progress and VO Claims for submission to customer.
- To review and approve relevant project records and project meeting minutes.
- To review and authorize project expenses and payments as per approval limit table.

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature :

Name :

Date :

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Contracts Manager (1/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/CM

Designation : Contracts Manager

Department : Operations/Project Department

Job Description Ref. : QMS/JDM/OPS/CM

Reporting To : Operations Manager

Min. Qualification : Mechanical or Electrical Engineering Diploma

Professional Skills : 2-3 years relevant experience in M&E services,
Engineering or construction related industry

Duties and Responsibilities:

1. To be responsible for all Pre-Tender, Contract and Post-Contract, Purchasing and cost control of all project activities of the Company.
2. To monitor and report the progress of all tenders.
3. To assess and qualify customer nominated Sub-Contractors and Suppliers.
4. To invite and short list Sub-Contractors and Suppliers for pre-qualification.
5. To prepare and monitor Approved Sub-Contractors List (ASCL) and Approved Suppliers List (ASL).
6. To prepare Sub-Contractors' / Suppliers' price analysis report.
7. To prepare Letter of Awards, contract and sub-contract documents to Sub-contractors.
8. To verify all Purchase Orders to Suppliers before OM/CEO's approval.
9. To evaluate and assess the performance of approved Sub-Contractors and Suppliers for all projects.
10. To monitor the efficient and smooth implementation of the web-based cost control system and report on a periodic basis.
11. To assist PM in the execution of all project activities from its pre-planning stage, execution, followed through and completion within the time frame and within the budget.
12. To assist PM in the preparation and progression of technical submissions, claims and VOs to customers.

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Contracts Manager (2/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/CM

13. To ensure the submission of Tender deposit, earnest money, performance bond, banker's guarantee, etc. as required for contractual purposes.
14. To implement all policies, activities, procedures, instructions as relevant and required by the QMS.

Authority:

- To preview and recommend to OM/MD for pre-qualifying of Sub-Contractors and Suppliers.
- Approve Letter of Award to Sub-Contractor and Purchase Order to Supplier according to Approval Table Limit.

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature :

Name :

Date :

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Business Development Manager (1/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/BDM

Designation : Business Development Manager (Director)

Department : Operations/Project Department

Job Description Ref. : QMS/JDM/OPS/BDM (BDD)

Reporting To : OM / MD / CEO

Min. Qualification : Administration/Management/Business Studies
Degree/Diploma

Professional Skills : 2-3 years relevant experience of successful sales or
leadership of technology based development companies

Duties and Responsibilities:

1. Develop a sales plan for assigned existing and targeted accounts, and design customer specific, value-based solutions to ensure that monthly sales objectives for new revenues are attained.
2. Develop profiles of targeted customer prospects and formulate customer contact strategy that may include face-to-face meetings, industry association membership, and/or trade show participation.
3. Develop territory management plan that links Battery Electric Vehicles / Renewable Energies (BEV/RE) revenue commitment to forecasted revenue opportunities. Identify any gaps and design targeted approach to fill the gap.
4. Execute business sales plan and track performance of successfully closed leads and opportunities.
5. Conduct fact finding research (through business periodicals and web sites) to determine prospect needs.
6. Act on sales lead referrals from Inside Sales, instructor evaluations and Marketing within 24 hours of receipt, and update status in tracking system.
7. Build inter-departmental team to broaden BEV/RE positioning with key clients early on in the sales cycle.
8. Work collaboratively with the Management Team and the customer support teams to continuously improve customer satisfaction and uncover new business opportunities.
9. To implement all policies, activities, procedures, instructions as relevant and required by the QMS.

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Business Development Manager (2/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/BDM

Authority: NIL

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature:

Name:

Date:

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Sales Executive (1/1)	Revision No. 0	Doc Ref : QMS/JDM/OPS/SLE

Designation : Sales Executive / Salesman

Department : Operations/Project Department

Job Description Ref. : QMS/JDM/OPS/SLE

Reporting To : BDM

Min. Qualification : Administration/Management/Business Studies certificate or its equivalent

Professional Skills : 2-3 years experience in the same field with successful track record.

Duties and Responsibilities:

1. To have a car and to work core hours.
2. To assist BDM in undertaking all the duties and responsibilities as stated in Document Ref : QMS/JDM/OPS/BDM.
3. To be responsible for handling the whole sales process from identifying customer requirements through to completing the sale, delivery and handover.
4. To implement all policies, activities, procedures, instructions as relevant and required by the QMS.

Authority: NIL

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature:

Name:

Date:

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Contracts Executive (1/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/CE

Designation : Contracts Executive

Department : Operations/Project Department

Job Description Ref. : QMS/JDM/OPS/CE

Reporting To : Contracts Manager

Min. Qualification : Mechanical or Electrical Engineering related Diploma

Professional Skills : 1-2 years relevant experience in M&E services,
Engineering or construction related industry

Duties and Responsibilities:

1. To assist CM for all Pre-Tender, Contract and Post-Contract, Purchasing and cost control of all project activities of the Company.
2. To prepare tenders involving estimation and tender submission in accordance to the required dateline.
3. To prepare for the evaluation of customer nominated Sub-Contractors and Suppliers.
4. To prepare all documentation for pre-qualification of Sub-Contractors and Suppliers.
5. To generate Approved Sub-Contractors List (ASCL) and Approved Suppliers List (ASL).
6. To assist CM to prepare Sub-Contractors' / Suppliers' price analysis report.
7. To assist CM to prepare Letter of Awards, contract and sub-contract documents to Sub-contractors.
8. To ensure Purchase Orders are issued to Suppliers accordingly.
9. To assist CM in evaluating and assessing the performance of approved Sub-Contractors and Suppliers for all projects.
10. To assist CM in monitoring the efficient and smooth implementation of the web-based cost control system and report on a periodic basis.

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Contracts Executive (2/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/CE

11. To assist PM in the execution of all project activities from its pre-planning stage, execution, followed through and completion within the time frame and within the budget.
12. To assist PM in the preparation and progression of technical submissions, claims and VOs to customers.
13. To submit tender deposit, earnest money, performance bond, banker's guarantee, etc. as instructed by CM.
14. To implement all policies, activities, procedures, instructions as relevant and required by the QMS.

Authority:

Nil.

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature:

Name:

Date:

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Site Manager (1/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/SM

Designation : Site Manager / Maintenance Manager

Department : Operations/Project Department

Job Description Ref. : QMS/JDM/OPS/SM

Reporting To : Project Manager

Min. Qualification : Mechanical or Electrical Engineering Diploma

Professional Skills : 2-3 years relevant experience in M&E services,
Engineering or construction related industry

Duties and Responsibilities:

1. To assist PM in undertaking all the duties and responsibilities as stated in Document Ref :QMS/JDM/OPS/PM.
2. To be responsible for the total control of all M&E installation works at the assigned project site.
3. To liaise with the customer, customer's representative, sub-contractors, suppliers, statutory agencies, etc. in relation to project site works.
4. To attend all site coordination meetings.
5. To monitor all movement of M&E personnel and subcontractors.
6. To enforce strict security controls on the movement of materials and equipment used for M&E works in the project site.
7. To arrange and manage a proper place at the project site for storage of M&E materials and equipment.
8. To ensure work safety regulations are being implemented at site and observed by all parties concerned.
9. To ensure office equipment and stationeries are adequate for use at site office.
10. To maintain the cleanliness of the site office.
11. To make daily report to PM regarding the status and progress of site works.
12. To attend to all emergency work at the site (if any).
13. To implement all policies, activities, procedures, instructions as relevant and required by the QMS.

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Site Manager (2/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/SM

Authority: Nil

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature:

Name:

Date:

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Design Engineer (1/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/DE

Designation : Design Engineer

Department : Operations/Project Department

Job Description Ref. : QMS/JDM/OPS/DE

Reporting To : Project Manager / Contracts Manager

Min. Qualification : Mechanical or Electrical Engineering Degree

Professional Skills : 1-2 years relevant experience in M&E services,
Engineering or construction related industry

Duties and Responsibilities:

1. To perform all the duties and responsibilities as tabulated for Project Executive (QMS/JDM/OPS/PE).
2. To assist PM / CM in matters relating to the design and development of Mechanical or Electrical Engineering.
3. To assist PM in project scheduling, execution, documentation and tracking of all on going projects until completion.
4. To assist in conducting re-engineering of Mechanical or Electrical installation designs.
5. To co-ordinate with PM, Project Executive, Site Supervisor and Sub-Contractors on the progress of installation work in accordance to specific designs.
6. To conduct regular inspections on site installation works and report on any deviations to design drawings that may occur.
7. To work closely with PM / PE in identifying VO.
8. To assist in the preparation of shop drawings and as-built drawings.
9. To implement all policies, activities, procedures, instructions as relevant and required by the QMS.

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Design Engineer (2/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/DE

Authority : Nil.

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature:

Name:

Date:

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Project Executive (1/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/PE

Designation : Project Executive / Project Engineer

Department : Operations/Project Department

Job Description Ref. : QMS/JDM/OPS/PE

Reporting To : Project Manager/Site Manager

Min. Qualification : Mech /Elec. Engineering Diploma or its equivalent

Professional Skills : 1-2 years relevant experience in M&E services,
Engineering or construction related industry

Duties and Responsibilities:

1. To manage, lead and plan for a team of Project Coordinator (PC), Chargeman (CHM) and Wiring Technician (WT) in undertaking M&E projects.
2. To arrange daily work schedule for all PCs, CHMs and WTs.
3. To give work instructions to PCs and Sub-Contractors.
4. To supervise and co-ordinate with PCs and Sub-Contractors on the progress of Mechanical or Electrical installation works.
5. To arrange manpower and material requirement during customer's 'Shut Down' time on Public Holidays or Sunday.
6. To ensure all PCs, CHMs and WTs attendance at site are in accordance to customers' requirement.
7. To prepare a site layout plan for each project.
8. To troubleshoot and provide technical advice/service to customers.
9. To develop rapport with existing and potential customers.
10. To visit existing customers by providing them with support services and to develop potential customer.
11. To assist in the preparation and submission of tenders or quotations.
12. To assist in project scheduling, execution, documentation and tracking of all on going projects until completion.
13. To obtain the assistance of DE to re-engineer Mechanical or Electrical installation designs.
14. To ensure that projects are planned, executed and monitored in accordance with documented project schedule and construction drawings.

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Project Executive (2/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/PE

15. To prepare daily site report and monthly project progress report.
16. To prepare quotation to customer for VO.
17. To check and submit material requisitions to the purchasing department for use in the project.
18. To obtain all materials required for use in the projects on a daily basis.
19. To attend Site Meetings and to handle complaints from customers.
20. To monitor the daily output against the planned schedule in order to meet customer deadline.
21. To liaise with related personnel in other department of the Company to ensure prompt and on time delivery of material or equipment to customers.
22. To perform general site routine inspection for all the projects from time to time.
23. To be responsible for site surveys, determining progress of works, obtaining quotations from Sub-Contractors and sourcing costs from third party during pre-tender, tender and upon being awarded.
24. To liaise with Consultant on progress claims.
25. To obtain shop drawings or as-built drawings from D&D Department.
26. To follow up on repairs and rectification works and take disposition and corrective actions in case of defects.
27. To conduct quality problem solving and make work improvements at site.
28. To provide Emergency on-call services every day (24 hours).
29. To implement all policies, activities, procedures, instructions as relevant and required by the QMS.

Authority : Nil.

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature:

Name:

Date:

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Site Administration Executive (1/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/SAE

Designation : Administration Executive (site/office)

Department : Operations/Project Department

Job Description Ref. : QMS/JDM/OPS/SAE

Reporting To : PM / CM / DE / PE

Min. Qualification : Certificate in any discipline or its equivalent

Professional Skills : 1-2 years experience in construction related industry and good at computer skills, identifying items in stores and data entry

Duties and Responsibilities:

1. To be responsible for site/office administration and clerical duties.
2. To undertake the drafting and formatting of all quotations, reports, PQP,NCR and other related correspondences.
3. To ensure the proper filing of all incoming and outgoing correspondences, quotations, reports, faxes.
4. To assist PURE to record and check all the materials taken out by SSs and WTs for project works.
5. To assist in preparing Letter of Awards and Sub-Contract Agreements to Sub-Contractors.
6. To prepare and submit Progress and VO Claims to customers.
7. To attend customers calls and complaints.
8. To register and file all tender, contract, design and project documents and drawings.
9. To assist in the preparation and submission of tenders.
10. To request for Suppliers' quotation and Sub-Contractors' rates for tendering purposes.
11. To assist in the preparation of the Presentation Budget, Project Budget, Cost Control Budget and Project Cash Flow Budget.

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Site Administration Executive (2/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/SAE

12. To submit Materials Requisition Forms.
13. To maintain an up-to-date database directory of Company employees, customers, main contractors, consultants, Suppliers, Sub-Contractors, associates, partners, business friends, etc.
14. To control on the use of office equipment such as telephone, computer, photostat and facsimile machines, calculator, etc. and stationeries.
15. To obtain and monitor all insurance requirements for workmen compensation, buildings, equipment, machineries, stocks, vehicles, etc.
16. To receive material from the supplier, arrange and preserve in proper manner, record and issue of material and issue of purchasing requisition as per quantity and quality state
17. To implement all policies, activities, procedures, instructions as relevant and required by the QMS.

Authority :

- NIL

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature:

Name:

Date:

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Purchasing Executive (1/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/PURE

Designation : Purchasing Executive

Department : Operations/Project Department

Job Description Ref. : QMS/JDM/OPS/PURE

Reporting To : CM / PD / MD

Min. Qualification : Diploma in any discipline

Professional Skills : 1-2 years experience working within a purchasing environment

Duties and Responsibilities :

1. To execute materials and equipment purchases for the Company and project usage.
2. To select, evaluate and register Suppliers based on competitiveness, qualification and ability to meet Company and project requirements.
3. To secure strategic alliances with selected Suppliers.
4. To maintain Company's Approved Suppliers List (ASL).
5. To liaise with Suppliers in terms of requirement, cost, delivery and after-sales services for materials or equipment purchased.
6. To participate in monitoring, appraising and auditing Suppliers.
7. To establish virtual sourcing house networks.
8. To source materials during tendering and project execution stages.
9. To control and monitor condition of stocks in store on a regular basis.
10. To prepare a stocktaking program of three months interval.
11. To prepare Delivery Orders and Invoices.
12. To arrange for the transportation and distribution of materials and equipment.
13. To ensure proper importation and exportation of goods.
14. To implement all policies, activities, procedures, instructions as relevant and required by the QMS.

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Purchasing Executive (2/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/PURE

Authority:

- To issue Purchase Orders.
- To verify and approve Supplier Registration Forms.

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature:

Name:

Date:

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Project Coordinator (1/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/PC

Designation : Project Coordinator / Logistics Coordinator

Department : Operations/Project Department

Job Description Ref. : QMS/JDM/OPS/PC

Reporting To : Project Executive / Project Manager

Min. Qualification : Minimum SPM level or any combination of education and relevant experience

Professional Skills : 1-2 years relevant experience in M&E services, Engineering and implementation and management related to logistics

Duties and Responsibilities :

1. To assist PE in undertaking all the duties and responsibilities as stated at Document Ref: QMSJDM/OPS/PE.
2. To coordinate all project activities in relation to M&E works to ensure its successful and effective implementation.
3. To assist PE/PM in the collection of outstanding debts from customers.
4. To conduct M&E works to meet completion date lines.
5. To be responsible of the adequacy of equipment, its maintenance and renewal.
6. To provide support to site logistical staff in project management process related to M&E services, Engineering and construction related industry.
7. To work together with site administration executive / store keeper in material handling and preservation.
8. To ensure that all necessary measures are taken in order to avoid theft, destruction or other type of damage of site material and property.
9. To implement all policies, activities, procedures, instructions as relevant and required by the QMS.

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Project Coordinator (2/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/PC

Authority:

- Nil.

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature:

Name:

Date:

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Draughtsman/Draughtswomen (1/1)	Revision No. 0	Doc Ref : QMS/JDM/OPS/DM

Designation : Draughtsman / Draughtswoman

Department : Operations/Project Department

Job Description Ref. : HEC/JDM/OPS/DM

Reporting To : DE / PM / CM

Min. Qualification : AutoCAD Certificate

Professional Skills : 2-3 years experience in the same field related to M&E services and Engineering with English skill passive.

Duties and Responsibilities :

1. To undertake drafting of shop-drawings and as-built drawings for M&E installation works.
2. To make duplicate copies of drawn drawings both hard and soft copies as required.
3. To assist DE and PE to reconstruct and re-engineer drawings.
4. To register and file all drawings.
5. To implement all policies, activities, procedures, instructions as relevant and required by the QMS.

Authority:

- Nil.

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature:

Name:

Date:

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Chargeman (1/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/CHM

Designation : Chargeman

Department : Operations/Project Department

Job Description Ref. : QMS/JDM/OPS/CHM

Reporting To : PE / PM/ OM

Min. Qualification : Suruhanjaya Tenaga Chargeman License

Professional Skills : 2-3 years experience in the same field related to M&E services and Engineering with English skill passive.

Duties and Responsibilities :

1. To obtain yearly renewal of Suruhanjaya Tenaga licensed Chargeman certificate.
2. To troubleshoot for fault in M&E installations.
3. To ensure the quality of M&E works carried out by the Company's wiring technicians and Sub-Contractors' workers.
4. To liaise with Suruhanjaya Tenaga of Malaysia and Tenaga Nasional Berhad on matters relating to electrical power supply.
5. To inspect, test and commission all completed M&E works.
6. To prepare and authorize all documentations required by Suruhanjaya Tenaga of Malaysia and Tenaga Nasional Berhad for the supply of electrical power.
7. To implement all policies, activities, procedures, instructions as relevant and required by the QMS.

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Chargeman (2/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/CHM

Authority:

- To sign all relevant Suruhanjaya Tenaga and TNB documents.

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature :

Name :

Date :

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Wireman (1/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/WM

Designation : Wireman

Department : Operations/Project Department

Job Description Ref. : QMS/JDM/OPS/WM

Reporting To : PE/PM/OM

Min. Qualification : Suruhanjaya Tenaga Wireman License

Professional Skills : 2-3 years experience in the same field related to M&E Services, Engineering or construction related industry.

Duties and Responsibilities :

1. To obtain yearly renewal of Suruhanjaya Tenaga licensed Wireman certificate.
2. To assist the Chargeman to troubleshoot for fault in M&E installations.
3. To check the standard of M&E works carried out by the Company's wiring technicians and Sub-Contractors' workers and report to the Chargeman.
4. To assist the Chargeman in dealing with Suruhanjaya Tenaga of Malaysia and Tenaga Nasional Berhad on matters relating to electrical power supply.
5. To assist the Chargeman in inspection, testing and commissioning of all completed M&E works.
6. To assist in the preparation and authorization of all documentations required by Suruhanjaya Tenaga of Malaysia and Tenaga Nasional Berhad for the supply of electrical power.
7. To implement all policies, activities, procedures, instructions as relevant and required by the QMS.

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Wireman (2/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/WM

Authority:

- To sign all relevant Suruhanjaya Tenaga and TNB documents.

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature :

Name :

Date :

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Site Supervisor (1/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/SS

Designation : Site Supervisor

Department : Operations/Project Department

Job Description Ref. : OMS/JDM/OPS/SS

Reporting To : Project Executive

Min. Qualification : Minimum SPM level or any combination of education and relevant experience

Professional Skills : 1-2 years relevant experience in M&E services, Engineering or construction related industry

Duties and Responsibilities :

1. To be responsible for day to day running of the site works and to supervise project workers and co-ordinate with Sub-Contractor on the progress of job and to confirm that work is carried out to the required standard with minimum risk to men, equipment and materials.
2. To lead and supervise a team of WTs to strike for optimum efficiency, productivity and quality in accordance with customers schedule and specifications.
3. To perform Mechanical or Electrical works and this shall include ACMV Works, High or Low voltage Electrical Works, telecommunication, lighting and earthing works, public address system, fire protection system and other applicable mechanical and electrical works as per project specifications.
4. To monitor project's 'Work-In-Progress' and prepare daily report.
5. To follow shop drawings for detail installation.
6. To ensure that all work carried out on their projects are handled in accordance with the relevant method statements.
7. To perform general site routine inspection for the projects from time to time.
8. To check and order material required from the purchasing department for the project to use.
9. To take material for project usage from the storehouse to the project site every morning.
10. To check workers attendance at site and report to immediate superior or HR Department on any absenteeism.

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Site Supervisor (2/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/SS

11. To be responsible for quality problem solving and improvement at site.
12. To be on stand by 24 hours for emergency on-call services during customer's "Shut-down" period.
13. To ensure all equipment terminals, opening, busbar, cables and accessories terminals are well tightened, marked and sealed in accordance with the project specifications.
14. To ensure electrical conduit, bracket and air-condition duct work installations are installed in accordance to approve shop drawings and project specifications.
15. To ensure all cables or wire laying through the electrical conduits and ducts are in accordance to the shop drawings and project specifications.
16. To ensure rectification works are carried out, if any.
17. To co-ordinate with other parties, if necessary, at site to avoid any confusion about areas of responsibilities.
18. To position equipment correctly and make sure hand tools are maintained in good conditions.
19. To set a personal example at site by wearing appropriate protective clothing and equipment at all times.
20. To prepare Daily Report (if necessary) for work completed.
21. To coordinate the demobilization activities after project completed.
22. To implement all policies, activities, procedures, instructions as relevant and required by the QMS.

Authority : Nil

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature:

Name:

Date:

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Wiring Technician (1/1)	Revision No. 0	Doc Ref : QMS/JDM/OPS/WT

Designation : Wiring Technician

Department : Operations/Project Department

Job Description Ref. : QMS/JDM/OPS/WT

Reporting To : Site Supervisor

Min. Qualification : SPM Grade 3

Professional Skills : 1-2 years relevant experience in M&E services,
Engineering or construction related industry

Duties and Responsibilities:

1. To undertake all wiring installation works under the supervision of SS and carried out in accordance to approved drawings and time schedule.
2. To implement all policies, activities, procedures, instructions as relevant and required by the QMS.

Authority:

- Nil.

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature:

Name:

Date:

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Storekeeper (1/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/SK

Designation : Storekeeper

Department : Operations/Project Department

Job Description Ref. : QMS/JDM/OPS/SK

Reporting To : PM / CM / DE / PE

Min. Qualification : Minimum SPM level or any combination of education and relevant experience

Professional Skills : 1-2 years experience in construction related industry; working in warehouse and storage operations.

Duties and Responsibilities:

1. Receives and inspects all incoming materials and reconciles with purchase orders; processes and distributes documentation with purchase orders; reports, documents and tracks damages and discrepancies on orders received.
2. Makes infra- and inter- site/office deliveries of requested surplus office furniture and merchandise; maintains records of all deliveries.
3. Fills supply requisitions; assists buyer to order adequate merchandise and supplies; delivers orders to department and staff.
4. Receives, stores, tags and tracks surplus property; property lists for items to be sold.
5. Receives and stores documents and confidential files; maintains record of approved document and confidential file destruction.
6. Ships canceled and damaged items back to vendors as appropriate.
7. Delivers and sets up furniture for various sites as requested.
8. Handles and documents storage and transportation of scraps.
9. Maintains the warehouse, records area and stores area in a neat and orderly manner.

HEXATECH	Quality Management System (ISO 9001:2015)	Issue No. 1	Document Effective Date: 01/03/17
	Job Descriptions Manual : Storekeeper (2/2)	Revision No. 0	Doc Ref : QMS/JDM/OPS/SK

10. Answers questions regarding procedures and resolves discrepancies regarding receipts, deliveries, warranties, repairs and surplus property.
11. May serve as a lead worker to other classified staff in the area.
12. To implement all policies, activities, procedures, instructions as relevant and required by the QMS.

Authority:

- NIL

I, undersigned, hereby declared that I had read and understood the above to be my duties and responsibilities.

Signature:

Name:

Date: