



ADVANTES GROUP

ARTICULATING INNOVATION

ADVANTES GROUP SDN BHD (1064075-D)

D-7-3A, Menara Mitraland, No. 13A Jalan PJU 5/1,
Kota Damansara PJU 5, 47810 Petaling Jaya, Selangor.

advantesgroup.com

GST No: 001398087680

INTERNSHIP POSITION – SITE SUPERVISOR

1. Requirements

- a) Candidate must possess or currently pursuing a Diploma or Bachelor's Degree in Architecture, Interior Design or equivalent.
- b) Preferred skill(s): MS Office, AutoCad.
- c) Required language(s): English, Malay, Mandarin (bonus)
- d) 5 Internship position(s) for duration of 3 - 6 month(s) available.

2. Duties & Responsibilities

- a) Supervise, monitor and inspect architectural works progress at site.
- b) To assist the overall project implementation and site construction
- c) Review accuracy of drawings, charts and forms in compliance with project requirements, local authorities 'requirements.
- d) Obtain and assemble data to complete architectural designs and visit project sites to compile measurements as and when required
- e) Assist the project team in carrying out inspections, attending meetings, liaising with cow, client, authorities and other administrative matters
- f) To monitor trade contractor's works on site – work sequence, method of construction and quality control.
- g) Liase with trade contractors project managers, trade contractor supervisors to ensure successful completion of projects.
- h) Able to prepare and handle site co-ordination with sub-contractors for any new workers, logistics and daily site reports.
- i) To undertake any and all other duties and responsibilities as so instructed by Project Manager and the Management.
- j) Able to monitor the usage of machinery, tools, material and manpower.
- k) To carry out calculation of quantity based on construction drawings.
- l) Assist in the preparation of proper record of site diary, site measurement, site record and site progress record, project claims.



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- m) Recognize and solve potential problems on site with consultants, project team, trade contractors and clerk of work.

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INTERNSHIP POSITION – QUANTITY SURVEYOR

1. Requirements

- a) Candidates must possess at least an Advanced Diploma or Bachelor's Degree in Quantity Surveyor, Contract Management or equivalent.
- b) Preferable specializing in Architectural.
- c) Familiar with bills of quantities, tender documents, tender process, contract analysis, award, finalization of contract and procurement practice.
- d) All interns are welcomed to apply
- e) Able to work independently and within tight schedule
- f) Good command of English, Bahasa Malaysia and Mandarin
- g) Pleasant personality, initiative, good communication skills, a team player and quick learner.
- h) Experience in Hotel, Commercial and Residential Project.

2. Duties & Responsibilities

- a) To assist Contract Manager in contract management, bidding, costing and procurement activities to ensure corporate objectives are met.
- b) To prepare quotations, pre-qualification and tender documents, and bidding proposals, particularly on cost estimate.
- c) To source and purchase of process equipment and building materials.
- d) To take off quantities from drawings, prepare bills of quantities and prepare cost estimate.



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- e) To participate in organizing meetings, preparing meeting records and coordinating/implementing agreed actions.
- f) To assist in activities to streamline/ improve departmental performance
- g) To undertake other jobs assigned by superiors from time to time.
- h) To liaise with consultant, sub-contractors, relevant government authorities and etc.

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INTERNSHIP POSITION – INTERIOR DESIGNER

1. Requirements

- a) Candidates must possess at least Diploma/ Advanced/ Higher Graduate Diploma in Art/ Design/ Creative Multimedia, Architecture or equivalent
- b) Required language(s): Mandarin, English
- c) At least 2 Year(s) of working experience in the related field is required for this position.
- d) Preferably Senior Executive specialized in Architecture/ Interior Design or equivalent.
- e) 3D Max or equivalent (minimum requirement)
- f) Auto CAD (minimum requirement)
- g) MS PowerPoint (minimum requirement)
- h) Google Sketch Up (added value)
- i) Adobe Photoshop (added value)
- j) Adobe Illustration (added value)

2. Duties & Responsibilities

- a) Reports to the Head of Design.
- b) To have strong co-ordination with the Project Team and time management skills. with the ability to communicate design briefs and concepts effectively.
- c) To work and collaborate closely with all departments to ensure correct information and error free drawings.
- d) To have good understanding of design, regulations and project implementation process is essential.
- e) Responsible for the development, completeness of details & drawings and conduct site measurements where necessary.
- f) Follow through on the whole life span of projects while ensuring the highest quality standards are met.
- g) Prepare the final drawings by studying engineering sketches, specifications and supporting documents.



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- h) To modify and redraw drawings by studying changes in components, parts and identifications.
- i) To review construction drawings vs tender drawings and feedback to Project Team.
- j) To perform periodical site validation to ensure construction works are carried out as per construction drawings.
- k) Maintain technical knowledge and related information, backup of data etc.
- l) Utilize drafting resources and new tools to be more efficient in providing end results.
- m) To undertake any and all other duties and responsibilities as instructed by the superior and the management.

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INTERNSHIP POSITION – FINANCE & ACCOUNTING

1. Requirements

- a) Candidates must possess at least Bachelor's Degree/ Post Graduate Diploma/ Professional Degree in Finance/ Accountancy/ Banking or equivalent.
- b) No working experience is required.
- c) Required Skill(s) : MySQL
- d) Preferably specialized in Finance - General/ Cost accounting or equivalent

2. Duties & Responsibilities

- a) Banking – Bank in supplier's cheques if urgent and monthly expenses)
- b) POS – To courier PCB on monthly routine.
- c) Key in AP (creditor) and AR (debtor) including reconciled the statement with third party (if necessary)
- d) Issue cheque & prepare cashier order & telegraphic transfer.
- e) Filing documents (etc. payment voucher)
- f) Key in purchase order & quotation
- g) Calculate worker working hours
- h) GST submission and reconciled (basic knowledge) & any other ad hoc matters



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