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Job Description	Doc. No.	L-HR-JD-42	Last Updated	05-May-2022
	Rev. No.	00	Total Page(s)	1 of 2
Doc. Title: Job Description for Intern				

JOB DESCRIPTION: INTERN

Position Description

An intern assists project teams in the completion of designated projects while focusing on learning construction industry processes, and the Company's policies and procedures. He/ she provides entry level assistance through a variety of initiatives and duties for general construction and project management. He/she is to be stationed at the construction site, if necessary. The objective is to learn in field in order to gain real-world working experience.

Education and Experience

- Pursuing an undergraduate degree in a science or engineering discipline
- Previous co-op or intern experience a plus

Core Competencies

- Good command in Bahasa Malaysia and English
- Proficiency in Microsoft Office
- Able to travel to assigned site(s) within Malaysia
- Demonstrates strong work ethic
- Clearly expresses ideas and thoughts verbally and in written form
- Practices meaningful two-way communication
- Exhibits good listening and comprehension, identifies non-verbal cues, and responds accordingly
- Demonstrates an interest in personal learning and development

Authorities

- None

Accountabilities

- Adhere to Company core values and all safety, environmental, security and quality requirements including, but not limited to Quality Management Systems (QMS), Health, Safety and Environmental Policies, internal policies and operating procedures, and other regulatory requirements.
- Develop working understanding of budgets, cost accounting, invoices, contracts, change orders and other management tools.
- Develop working understanding of design, value engineering principles and methodology to incorporate ideas into the design process.
- Assist in the estimating, bidding and preparation of tenders and/or proposals.
- Support the estimating process with quantity take-offs and unit cost analysis.
- Gain an understanding of bid form evaluations and award procedures during bidding.
- Prepare or revise shop drawings according to information obtained from project team.
- Develop working understanding of jobsite planning, coordination, schedules, quality control and safety.
- Support overall site housekeeping, logistics and coordination.
- Assist in the coordination and tracking of vendor and subcontractor deliveries and workforce levels.
- Participate in meetings related to construction/ engineering/ permitting/quality status, if necessary.
- Prepare meeting minutes for construction meetings, if necessary.
- Create, organize, and maintain project reports, permits, inspection reports, RFI's, construction drawings, and material specification documentation.



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- Review and edit project lifecycle documentation with support from experienced validation personnel, including Validation Plans, User Requirements (URS), Functional and Design Specifications, Testing Protocols (IQ/OQ/PQ), Validation Reports, SOPs, Change Control Documentation, Risk Assessments, Validation Deviations and Qualification Reports with relevant stakeholders.
- Assist to inspect completed work and/or work in progress at sites to ensure conformity of material and works according to specifications and requirements.
- Assist in deviation investigation, resolution of problems and issues encountered during field execution activities.
- Work productively with others in evaluating problems and alternatives.
- Assist in expediting job close-out procedures including but not limited to “as-built” drawings, operation manuals, warranties, guarantees, service visits, punch list and reports.
- Complete trainings as directed by management.
- Maintain project files for documentation as necessary.
- Support department in a variety of daily tasks which may include filing, scanning, data entry, documentation, Power Point presentation.
- Assist in identifying process improvements.
- Participate in departmental projects aligned to company initiatives.
- Assist in effectively communicating and implementing the changes and present results to management at the end of the internship.
- Undertake additional tasks and responsibilities as and when required or instructed.

End