



FOXIVA SDN. BHD. (1299363-U)

36, Jalan PJU 8/5B, Damansara Perdana, 47820 Petaling Jaya, Selangor
Tel: 03-7614 0049 Email: support@foxeva.com

Job Title: Quantity Surveyor Intern

Location: Damansara Perdana, Petaling Jaya, Selangor

Employment Type: Internship

Allowance: RM1,000 - RM1,200/month (For CGPA 3.5 & above RM1,200)

About the Role:

As a Quantity Surveyor Intern, you will be responsible for overseeing various aspects of contract management, cost negotiation, procurement and financial reporting to ensure the successful delivery of projects.

Why Join Us:

- Gain hands-on experience in construction project cost management and measurement.
 - Collaborate closely with project, construction, and accounting teams.
 - Develop expertise in tender preparation, contract administration, cost control, and billing.
 - Work in a supportive, team-oriented environment with opportunities for career growth as the company expands.
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Key Responsibilities:

- Preparation of tender bids, including taking off, soliciting and reviewing bids from suppliers and sub-contractors, building up rates and reviewing contract and work specifications.
 - Preparation of monthly progress claims, conducting site valuations and attending client consultant meetings.
 - Procurement and administration of sub-contractors' awards and progress claims.
 - Preparation of cost estimates for construction projects.
 - Monitoring of actual costs against project budgets. Conduct site visits to gather data on project costs, such as material, labour, and equipment costs.
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What We're Looking For:

- Pursuing Bachelor's degree in Quantity Surveying, Construction Management, Civil Engineering, or a related field, or equivalent professional qualification (e.g., BQS / MQS, MRICS, CIQS).
 - Fresh graduates with a CGPA of 3.4 and above are encouraged to apply.
 - Knowledge or interest in construction cost management and contract administration is highly valued.
 - Experience with project cost control, billing, or tender preparation is a plus.
 - Proficient in Microsoft Excel, and project management tools.
 - Detail-oriented, organized, and able to work independently.
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Working Hours

Monday - Friday, 8:00 AM - 5:00 PM

Saturday, 8:00 AM - 1:00 PM

Working Arrangement

Internship, office-based (Damansara Perdana, Petaling Jaya)

How to Apply

Please submit your resume and academic transcript to careers@foxeva.com