



Position: Project Engineer

Job Responsibilities:

Tender Preparation

- Responsible to study the tender document provided by clients and prepare Bill of Quantity for our supplies and services.
- Responsible to prepare project costing and quotation to client.
- Responsible to prepare engineering drawing and information.

Meeting with clients

- Work together with sales team to secure the project.
- Meeting clients and do presentation on our proposal/ products.
- Always update sales team on the progress update on the tender and on- going project.
- Responsible for the sales target given by the superior.

Site Supervision

- Shall be station at site when the project kick start.
- Responsible to lead, monitor and manage resources available to complete the project in the given time frame.
- Prepare site progress report and update.

Job Requirements:

- Possess at least degree in Engineering studies. Preferable in Mechanical/ Electrical/ Mechatronic.
- Multi-lingual skills in speaking and writing in Bahasa, Mandarin and English.
- Computer proficiency: Microsoft Office, Auto-CAD or equivalent.
- Candidate must possess own transport.
- Willing to travel locally and outstation (Allowance provided).
- Good communication, negotiation and interpersonal skills are preferred.
- Ability to multi-task and work under minimal supervision.

For interested applicants, please contact

Mr. Ng Wei Lin

weilin.ng@mayairgroup.com



Position: Sales & Application Engineer/ Executive

Job Descriptions:

- To establish new accounts by identifying potential customers and services existing accounts.
- To provide pre-sales & post-sales technical assistance, service & support.
- Responsible to handle customer enquiries and handle customer request for quotations and orders.
- Meeting up with customers for the provision of engineering solutions and services and training in accordance to the customers' requirement and product specification with the objective to promote for MayAir Brand.
- Responsible for project tender and business proposal preparation and to close the deal effectively.
- To attend project site for coordination and technical support.
- Assist in collecting, analysing, summarizing sales information, engineering and application trends that are relating to market intelligence studies.
- To achieve sales KPI provided by the Management.
- Ad-hoc assignments as assigned by superior.

Job Requirements

- Possess degree in any fields. Candidates from chemical engineering or mechanical engineering will be added advantage.
- Multi-lingual skills in speaking and writing in Mandarin and English.
- Computer proficiency: Microsoft Office, Auto-CAD or equivalent.
- Candidate must possess own transport.
- Willing to travel within Malaysia and overseas (Allowance provided).
- Good communication, negotiation and interpersonal skills are preferred.
- Ability to multi-task and work under minimal supervision.

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