



**FINANCIAL PARK LABUAN**  
**(Company No. 199201002737)**

We are a leading property management Company in WP Labuan providing services for high rise building, primarily in the area of rental of office space, residential and MICE activities. We are in search of dynamic and dedicated talent to fill in the following vacant position:-

**Clerk of Works**

**Requirements**

- Candidate must possess at least Professional Certificate, Diploma in Project Management or Engineering or equivalent;
- 3 – 5 years of working experience in related field preferably in supervision of high rise projects;
- Strong analytical and problem-solving skills; and
- Able to work independently with minimal supervision.

**Responsibilities**

- Monitor construction works to ensure compliance with drawings, specifications, and standards;
- Inspect materials delivered to the site for quality and conformity;
- Verify workmanship and highlight defects or deviations;
- Ensure adherence to building codes, regulations, and safety requirements;
- Report unsafe practices or hazards immediately;
- Check that contractors follow approved method statements and risk assessments;
- Record daily site activities, including manpower, equipment, and progress;
- Compare actual progress against the project schedule;
- Highlight delays or potential risks to the project manager;
- Maintain site diaries and inspection records;
- Prepare regular reports on quality, progress, and issues;
- Assist in preparing snag lists and monitoring rectification works;
- Act as liaison between contractors, consultants, and the client;
- Attend site meetings and provide technical input; and
- Ensure clear communication of instructions and clarifications.

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Interested candidates are invited to submit their applications, stating full personal particulars, qualifications and experience, current and expected salary, together with a recent passport-size photograph (n.r.) to the address below or via email to [hr@fpl.com.my](mailto:hr@fpl.com.my). Kindly indicate the position applied on the top-left hand corner of the envelope.

**Human Resource & Administration Department  
Financial Park (Labuan) Sdn. Bhd.  
Management Office  
Level 3A, Block 4 Office Tower  
Financial Park Complex Labuan  
Jalan Merdeka  
87000 W. P. Labuan**

Only shortlisted candidates will be notified. **Closing Date: 25 March 2026**