



**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:-

**PROJECT MANAGEMENT OFFICE (PMO) – SENIOR EXECUTIVE**

**Requirements**

- Candidate must possess a Bachelor's Degree in Project Management, Engineering or a related field;
- 5 - 7 years of project management experience;
- Proficient with project management software tools, methodologies and best practices;
- Strong analytical and problem-solving skills with the ability to assess complex issues and recommend effective solutions;
- Strong project management skills with the ability to deliver results within deadlines; and
- Professional Certifications (PMP,CAMP) is an advantage.

**Responsibilities**

- Defining project objectives, project scope, role and responsibilities;
- Defining resource requirements and managing resource availability and allocation – both internal and third party;
- Outlining a budget based on requirements and tracking costs to deliver project on budget;
- Preparing a detailed project plan to schedule key project milestones, workstreams and activities;
- Managing delivery of the project according to this plan;
- Tracking project and providing regular reports on project status to project team and key stakeholders;
- Managing and adjusting for any changes in project scope, schedule and / or budget;
- Perform risk management to minimize project risks;
- Managing the relationship and communication with all stakeholders, ensuring the project is delivered to their satisfaction;
- Utilize industry best practices, techniques, and standards throughout entire project execution; and
- Measure project performance to identify areas for improvement.

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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**