



ECRL Job Openings

No	Position	Location	Job Requirement
OPERATION			
1	Regional Station Master	Kota Bharu, Kuala Terengganu, KotaSAS, ITT Gombak	<p>Key Responsibilities</p> <ul style="list-style-type: none">• Oversee daily station operations across multiple stations, ensuring safety, service quality, and compliance with railway SOPs.• Lead station teams in managing passenger services, ticketing operations, crowd control, and emergency response.• Coordinate manpower planning, staff supervision, and performance monitoring across all assigned stations.• Handle escalated customer issues, operational disruptions, and coordinate with security and authorities when required.• Review operational reports, revenue data, and implement service or efficiency improvements across the region. <p>Qualifications</p> <ul style="list-style-type: none">• Bachelor's Degree in Transportation, Business Administration, Railway Operations, or related field.• Minimum 5 years of experience in railway or transportation operations, with supervisory or multi-station coordination experience preferred.• Strong knowledge of station operations, ticketing systems, safety procedures, and emergency protocols.• Proven leadership skills with the ability to guide, supervise, and motivate frontline teams.• Strong organizational, reporting, and problem-solving abilities.• Excellent communication skills in Bahasa Malaysia and English (Mandarin is an advantage).• Customer-service oriented with strong conflict resolution capability.• Safety-conscious, disciplined, and willing to travel within the region and work shifts/weekends as required

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No	Position	Location	Job Requirement
2	Station Duty Officer	All Stations	<p><u>Key Responsibilities</u></p> <ul style="list-style-type: none">• Supervise daily station operations, including train arrival/departure activities, passenger flow, and platform management.• Coordinate with OCC, Assistant Duty Officer, and Signaller to ensure safe, punctual, and compliant train movements.• Handle emergencies, disruptions, incidents, and crowd management while enforcing station safety procedures.• Manage station staff scheduling, discipline, briefings, customer service issues, complaints, and lost & found cases.• Prepare daily operational reports, maintain station records, and ensure accuracy of announcements and display systems. <p><u>Qualifications</u></p> <ul style="list-style-type: none">• Diploma or Bachelor's Degree in Transportation, Railway Operations, Business Administration, or related fields.• 3–5 years of experience in railway or transportation operations; supervisory experience is an advantage.• Strong knowledge of station operations, train dispatching support, safety procedures, and railway regulations.• Excellent communication skills in Bahasa Malaysia and English (Mandarin is an added advantage).• Ability to manage emergencies calmly and decisively, with strong coordination and leadership skills.• Willing to work rotating shifts, weekends, and public holidays.

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3	Assistant Duty Officer	Kuantan Port City	<p><u>Key Responsibilities</u></p> <ul style="list-style-type: none">• Support the Station Duty Officer in daily station and train operations, ensuring safe and punctual arrivals and departures.• Coordinate with Signalman, OCC, train crew, and station staff to execute train routing, platform activities, and passenger flow.• Assist in handling operational incidents, equipment faults, emergencies, and crowd management.• Provide customer service support including inquiries, complaints, ticketing assistance, and lost & found handling.• Maintain operational logs, reports, and documentation related to station activities, train movements, and performance. <p><u>Qualifications</u></p> <ul style="list-style-type: none">• Diploma in Transportation, Business Administration, Railway Operations, or related fields.• 1–3 years of experience in railway operations, transportation services, customer service, or station management.• Knowledge of railway safety rules, station operations, and customer service procedures.• Good communication skills in Bahasa Malaysia and English (Mandarin is an advantage).• Strong teamwork, coordination ability, and customer-oriented problem-solving skills.• Calm under pressure with strong attention to safety and detail.• Willing to work shifts, weekends, and public holidays, with interest in progressing into a supervisory role.

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6	Signalman (Depot)	Kuantan Port City	<p><u>Key Responsibilities</u></p> <ul style="list-style-type: none">• Operate signalling, interlocking, and blocking consoles to support safe train movements, shunting, and depot operations.• Prepare and set arrival, departure, and shunting routes, and monitor signalling equipment for abnormalities.• Coordinate locomotive and rolling stock movements with depot controllers, shunting masters, and station teams.• Assist in managing emergencies, equipment failures, and operational changes in accordance with safety procedures.• Maintain communication logs, adhere to depot working standards, and support testing, inspections, and troubleshooting activities. <p><u>Qualifications</u></p> <ul style="list-style-type: none">• SPM or SKM Level 2/3 (or equivalent).• Basic technical or operational training in railway signalling or depot operations is an advantage.• 1–3 years' experience in railway operations, signalling, shunting, or yard activities (fresh candidates may be considered; OJT provided).• Physically fit and able to work outdoors, in rotating shifts, weekends, and public holidays.• Good communication and teamwork skills; able to interact with drivers, shunting crews, and station personnel.• Strong understanding of railway safety protocols, depot procedures, and signalling standards.• Certification or training in depot/yard operations is an added advantage.

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4	Signalman (Emu Yard)	Gombak North	<p><u>Key Responsibilities</u></p> <ul style="list-style-type: none">• Operate signalling, interlocking, and blocking systems to ensure safe EMU stabling, shunting, and dispatch operations.• Prepare arrival, departure, and shunting routes; monitor signal consoles and report abnormalities to the Station Duty Officer.• Coordinate EMU movements with Yard Master, depot controllers, shunting crews, and locomotive teams.• Conduct routine inspections, functional tests, and fault reporting for signalling and interlocking equipment.• Respond to equipment failures, support emergency procedures, and ensure compliance with depot safety standards. <p><u>Qualifications</u></p> <ul style="list-style-type: none">• SPM / SKM Level 2 or 3 (or equivalent).• Basic technical or operational training in railway operations or signalling is preferred.• Prior experience in EMU yard operations, signalling, shunting, or train dispatch is an advantage (training may be provided).• Strong understanding of signalling systems, depot interlocking, track clearance, and yard safety procedures.• Physically fit and able to work rotating shifts, including nights, weekends, and public holidays.• Good communication skills in Bahasa Malaysia and/or English; able to remain alert during long or high-traffic dispatch windows.• Strong safety awareness, attention to detail, and ability to work under operational pressure with minimal supervision

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5	Shunting Master	Kuantan Port City	<p><u>Key Responsibilities</u></p> <ul style="list-style-type: none">• Lead and supervise shunting operations including train formation, disintegration, vehicle pick-up, set-out, and wagon movements.• Coordinate closely with Regional Dispatcher and Station/Assistant Duty Officer on shunting routes, signalling, and safety procedures.• Ensure safe locomotive movements, proper use of hand signals, radio communication, and enforcement of shunting safety rules.• Inspect wagons, cargo conditions, perform brake tests, and respond to operational disruptions, equipment failures, and emergencies.• Maintain accurate logs, wagon allocation records, and provide guidance and training to shunting crew members. <p><u>Qualifications</u></p> <ul style="list-style-type: none">• SKM or Diploma in Railway Operations, Logistics, Mechanical, Transportation, or related fields.• 3–5 years of experience in railway yard operations, shunting, train formation, or freight handling.• Strong knowledge of railway shunting rules, signalling procedures, safety standards, and yard operating practices.• Ability to interpret shunting plans, read train composition diagrams, and make quick, safe operational decisions.• Physically fit and able to work in outdoor, shift-based environments.• Strong leadership, communication, and team coordination skills (hand signals and radio communication proficiency required).• High situational awareness with a strong safety-first mindset.• Proficient in Bahasa Malaysia and English.

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6	Shunting Crew	Kuantan Port City	<p><u>Key Responsibilities</u></p> <ul style="list-style-type: none">• Assist the Shunting Master in executing safe shunting, marshalling, and train assembly/disassembly activities according to the shunting plan.• Perform coupling/uncoupling tasks, brake hose connections, anti-slip securing, and wagon positioning in compliance with safety and signalling procedures.• Guide locomotive movements using approved hand signals, flags, or radio communication and escort locomotives when required.• Support emergency handling during adverse weather, equipment faults, or incidents, ensuring operational safety at all times.• Conduct basic brake checks, secure wagons, prepare operation logs, and promptly report hazards, defects, or irregularities. <p><u>Qualifications</u></p> <ul style="list-style-type: none">• SPM or Certificate in Railway Operations, Logistics, or related technical fields.• 1–3 years of experience in railway yard operations, shunting, train formation, or freight handling (on-the-job training may be provided).• Basic knowledge of railway signalling, shunting procedures, and mechanical components (e.g., couplers, brakes).• Physically fit with strong stamina; able to work outdoors and perform shift duties including weekends and public holidays.• Strong safety awareness, discipline, alertness, and the ability to follow instructions precisely.• Good teamwork and communication skills; basic English proficiency is an advantage.

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Locomotive & Rolling Stock			
7	Executive, Dispatch Planner (RLS)	Kuantan Port City	<p><u>Key Responsibilities</u></p> <ul style="list-style-type: none">• Develop, coordinate, and optimize daily and weekly dispatch plans for passenger and freight operations, ensuring efficient locomotive and crew utilization.• Allocate train paths, tracks, and platforms while incorporating maintenance windows, speed restrictions, and operational constraints.• Coordinate real-time with OCC to adjust train movements during disruptions, delays, or emergencies.• Monitor dispatch performance, analyze delays, and recommend operational improvements for efficiency and punctuality.• Prepare operational reports and ensure all dispatch plans comply with signalling, safety, and regulatory requirements <p><u>Qualifications</u></p> <ul style="list-style-type: none">• Bachelor’s Degree in Railway Engineering, Transportation Engineering, Industrial Engineering, or related fields.• 2–3 years of experience in railway operations planning, dispatching, timetabling, or control centre operations.• Strong knowledge of railway signalling, timetable principles, and traffic management systems.• Proficiency in railway planning tools and MS Office/Excel; strong analytical and problem-solving skills.• Able to work under pressure in time-sensitive operational environments.• Strong organizational skills with the ability to coordinate across multiple departments.• Safety-first mindset with strong operational discipline and teamwork orientation.

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8	EMU Driver	Gombak North, Kuantan Port City, Kuala Terengganu, Kota Bharu	<p><u>Key Responsibilities</u></p> <ul style="list-style-type: none">• Operate EMU trains safely and punctually in compliance with APAD/MOT regulations, ATP requirements, and company SOPs.• Conduct pre-departure checks, monitor train performance, and report defects or abnormalities to OCC and Maintenance.• Manage safe train handling, including acceleration, braking, station stops, and passenger safety during service.• Respond to operational incidents, emergencies, and degraded mode operations while maintaining clear communication with OCC and station teams.• Complete post-trip inspections, maintain accurate operational logs, and support audits, safety checks, and training activities. <p><u>Qualifications</u></p> <ul style="list-style-type: none">• Diploma/Certificate in Railway Operations, Engineering, or related technical field.• Minimum 3–5 years of experience in railway/train operations, preferably with Assistant Driver or Driver Trainee background.• Must be medically fit (eyesight, hearing, reflexes) and certified under APAD train driver requirements.• Strong technical understanding of EMU systems, ATP, braking systems, and operational safety procedures.• High safety awareness, strong concentration, and sound decision-making abilities.• Able to manage operational disruptions, emergencies, and communicate effectively with OCC, station staff, and train crew.• Calm under pressure, disciplined, and committed to maintaining high operational standards

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9	EMU Assistant Driver	Kuantan Port City, Kuala Terengganu, Kota Bharu	<p><u>Key Responsibilities</u></p> <ul style="list-style-type: none">• Assist the EMU Driver in safe and punctual train operations, including traction, shunting, and adherence to operational standards.• Conduct basic system checks, monitor equipment panels, and report abnormalities to the Driver and Operations Control Center (OCC).• Support boarding/alighting activities, passenger communication, and emergency procedures including evacuation when required.• Record trip details, delays, incidents, and coordinate with ground staff for depot movements and stabling.• Participate in structured training, simulator sessions, and periodic assessments leading toward EMU Driver certification. <p><u>Qualifications</u></p> <ul style="list-style-type: none">• Diploma/Certificate in Railway Operations, Electrical/Mechanical Engineering, or related fields.• 1–3 years of experience in railway operations or technical roles; fresh graduates may be considered under trainee programs.• Physically and medically fit according to train crew standards (vision, hearing, reflexes).• Basic understanding of train operations, signalling, and ATP systems, with strong safety awareness and discipline.• Good communication skills, teamwork capability, and ability to stay calm during emergencies or operational stress.• High attention to detail, situational awareness, and motivation to progress into a full EMU Driver role.

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No	Position	Location	Job Requirement
10	Freight Driver	Kuantan Port City	<p><u>Key Responsibilities</u></p> <ul style="list-style-type: none">• Operate freight locomotives safely and efficiently in compliance with APAD/MOT regulations, signalling rules, ATP systems, and company SOPs.• Conduct thorough pre-trip and post-trip inspections, monitor locomotive and wagon conditions, and report defects promptly.• Handle long-haul freight operations, including train traction, shunting, gradients, braking, and route compliance.• Coordinate with OCC, station staff, and yard teams on train movements, delays, hazards, and operational changes.• Respond to incidents, emergencies, and equipment failures while maintaining accurate journey logs and supporting investigations. <p><u>Qualifications</u></p> <ul style="list-style-type: none">• Diploma/Certificate in Railway Operations, Mechanical/Electrical Engineering, or related fields.• 3–5 years of experience as Assistant Driver or equivalent railway operations background; must be certified as a Freight Locomotive Driver.• Physically and medically fit according to railway crew standards (vision, hearing, reflexes).• Strong technical understanding of locomotive systems, braking systems, signalling, and heavy-haul operations.• High safety awareness, strong concentration, situational awareness, and disciplined decision-making.• Able to manage long-distance operations, heavy loads, and emergency scenarios effectively.• Good communication skills with OCC, yard staff, and operational teams; leadership ability to mentor junior crew members

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11	Freight Assistant Driver	Kuantan Port City	<p><u>Key Responsibilities</u></p> <ul style="list-style-type: none">• Assist the Freight Driver in safe train operations, including traction, shunting, and compliance with APAD/MOT safety regulations.• Conduct basic inspections of locomotives and wagons, including brake continuity, coupling integrity, and train formation checks.• Monitor locomotive panels, braking systems, and signalling equipment, reporting abnormalities during operations.• Support communication with OCC, station yards, and shunting teams, especially during delays, incidents, or equipment faults.• Participate in structured training, simulations, and on-the-job modules toward full Freight Driver certification <p><u>Qualifications</u></p> <ul style="list-style-type: none">• Diploma/Certificate in Railway Operations, Mechanical or Electrical Engineering, or related technical fields.• 1–3 years’ experience in railway or transport operations; fresh graduates may be considered under trainee schemes.• Medically fit according to train crew standards (vision, hearing, reflexes, endurance).• Basic understanding of locomotive systems, wagon operations, signalling principles, and freight handling.• Strong discipline, situational awareness, teamwork capability, and safety-first mindset.• Able to work in shift operations, including nights, weekends, and public holidays.

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12	Executive, Admin	Kuantan Port City	<p><u>Key Responsibilities</u></p> <ul style="list-style-type: none">• Manage documentation, correspondence, filing, and administrative workflows for the Rolling Stock Division.• Coordinate meetings, training, procurement requests, logistics, staff records, and inter-department communication.• Support preparation of reports, presentations, performance summaries, and monthly cost tracking.• Assist with staff claims, leave, travel arrangements, and coordination of welfare/HR-related matters.• Ensure compliance with documentation standards and support audits, inspections, and operational activities. <p><u>Qualifications</u></p> <ul style="list-style-type: none">• Diploma or Degree in Business Administration, Management, Human Resources, or related field.• 1–3 years of administrative experience, preferably in transport, logistics, engineering, or technical operations.• Strong organizational, multitasking, and record-keeping skills with attention to detail.• Proficient in Microsoft Office (Word, Excel, PowerPoint) and familiar with documentation control practices.• Good communication skills in Bahasa Malaysia and English; able to handle confidential information professionally.• Team player with strong interpersonal skills and adaptability to support both office and depot environments

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INFRASTRUCTURE			
13	Senior Engineer, OCS Specialist	Kuantan Port City	<p><u>Key Responsibilities</u></p> <ul style="list-style-type: none">• Manage the operation, maintenance, and reliability of the Overhead Catenary System (OCS) to ensure continuous and safe power supply for train operations.• Lead inspections, risk assessments, troubleshooting, and corrective actions for OCS faults, incidents, and system abnormalities.• Oversee OCS projects including upgrades, renewals, installation, testing, commissioning, and system integration with TPS, signalling, and operations.• Approve technical specifications, maintenance procedures, and ensure compliance with APAD, MOT, and internal railway safety standards.• Supervise and develop engineers/technicians, manage contractors and resources, and monitor OPEX/CAPEX budgets for OCS activities <p><u>Qualifications</u></p> <ul style="list-style-type: none">• Bachelor's Degree in Electrical or Power Engineering, or related field.• Must be certified by Energy Commission (Suruhanjaya Tenaga) as Competent Electrical Engineer (132kV).• 8–12 years of experience in railway electrification, particularly OCS, including 3–5 years in supervisory or managerial roles.• Strong technical knowledge of overhead line systems, catenary structures, tensioning systems, and railway power distribution.• Experience in project management, system integration, commissioning, and troubleshooting of OCS infrastructure.• Knowledge of Malaysian railway operational and safety standards (APAD, MOT, internal SOPs).

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14	Executive, Admin	Kuantan Port City	<p><u>Key Responsibilities</u></p> <ul style="list-style-type: none"> • Provide administrative support including document control, correspondence handling, filing, and preparation of reports, minutes, and presentations. • Coordinate meetings, staff schedules, travel arrangements, training activities, and departmental communication between depot and HQ. • Assist with procurement requests, tracking requisitions, monitoring inventory, and supporting budget and expenditure records. • Process staff-related matters such as claims, leave documentation, HR submissions, and welfare activities. • Support audits, inspections, and regulatory documentation to ensure compliance with company and departmental standards. <p><u>Qualifications</u></p> <ul style="list-style-type: none"> • Diploma or Bachelor's Degree in Business Administration, Management, Human Resources, or a related field. • 1–3 years of administrative experience, preferably in transport, logistics, engineering, or technical operations environment. • Strong organizational, coordination, and multitasking capabilities with attention to detail and confidentiality. • Proficient in Microsoft Office (Word, Excel, PowerPoint) and comfortable handling documentation and reporting. • Good communication skills in Bahasa Malaysia and English, with the ability to liaise effectively across multiple departments. <p>Reliable team player with strong interpersonal skills; willing to support both office and depot operations as required.</p>

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FINANCE			
15	Deputy General Manager, Finance	Kuantan Port City	•
16	Senior Executive, Treasury/Tax Account	Kuantan Port City	<p><u>Key Responsibilities</u></p> <ul style="list-style-type: none"> • Prepare and monitor OPEX cashflow forecasts, manage day-to-day payment processing, and ensure compliance with internal controls and approved budgets. • Perform treasury reconciliations, monitor liquidity positions, track bank balances, and escalate potential shortfalls or risks. • Prepare weekly and monthly treasury and cashflow reports, including payment KPIs, variances, and management insights. • Assist in tax computations, submissions, instalment payments, and preparation of tax schedules, documentation, and supporting materials for auditors and tax agents. • Maintain proper documentation, audit trails, and tax records to ensure transparency, regulatory compliance, and readiness for audit reviews. <p><u>Qualifications</u></p> <ul style="list-style-type: none"> • Bachelor’s Degree in Accounting, Finance, or related field; professional qualifications such as ACCA, CIMA, CPA, or ICAEW are highly preferred. • Minimum 3–5 years of experience in treasury, tax, accounting, or related finance functions. • Strong understanding of payment processes, cashflow forecasting, bank reconciliation, and basic tax compliance. • High integrity with the ability to manage confidential financial information professionally. • Strong analytical skills, attention to detail, and the ability to work effectively with internal stakeholders (procurement, operations, vendors, auditors).

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17	Senior Executive, Financial Planning & Analysis	Kuantan Port City	<p><u>Key Responsibilities</u></p> <ul style="list-style-type: none">• Prepare and analyse cash flow forecasts, budgets, and loan schedules to support financial planning and long-term funding strategies.• Monitor loan performance, KPIs, and hedging activities to identify risks, trends, and opportunities for cost optimisation and interest reduction.• Coordinate cash flow monitoring, variance analysis, and liquidity management to ensure financial stability and compliance.• Support regulatory compliance, audits, and risk management by maintaining accurate documentation, policies, and procedures.• Prepare financial presentations and reports on loan portfolio, cash flow, and overall financial performance for management decision-making. <p><u>Qualifications</u></p> <ul style="list-style-type: none">• Bachelor’s Degree in Accounting, Finance, or related field; professional certification (ACCA, CIMA, CPA, ICAEW or equivalent) is highly preferred.• Minimum 3–5 years of experience in treasury, tax, accounting, or financial planning/analysis roles.• Strong analytical skills with the ability to interpret financial data, assess risks, and provide actionable insights.• High integrity and strong capability to manage confidential financial information responsibly.• Effective communication skills with the ability to collaborate with multiple internal stakeholders (technical, land, finance, and management teams).

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No	Position	Location	Job Requirement
18	Executive, Account	Kuantan Port City	<p><u>Key Responsibilities</u></p> <ul style="list-style-type: none">• Process daily accounting transactions (AP, AR, GL) and verify supporting documents to ensure accuracy, completeness, and compliance with financial policies.• Support cash flow monitoring by coordinating with Treasury, analysing forecast requirements, and ensuring sufficient liquidity for operations.• Prepare monthly financial reports, journals, reconciliations, and schedules to support timely month-end closing and management reporting.• Maintain organized accounting records, documentation, and audit trails to ensure traceability and prompt response to audit queries.• Coordinate with Procurement, Operations, and other departments to resolve accounting issues and ensure smooth financial operations. <p><u>Qualifications</u></p> <ul style="list-style-type: none">• Bachelor's Degree in Accounting, Finance, or related field; professional qualification (ACCA, CIMA, CPA, or equivalent) is highly preferred.• 1–3 years of relevant experience in accounting, finance operations, or related functions.• Strong understanding of accounting processes, financial reporting, reconciliation, and internal controls.• High integrity with the ability to handle confidential financial information responsibly.• Good communication, analytical skills, and ability to work effectively with cross-functional teams.

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ECRL Job Openings

No	Position	Location	Job Requirement
COMMERCIAL & CONTRACT			
19	Deputy Head, Commercial & Contract	Kuantan Port City	<p><u>Key Responsibilities</u></p> <ul style="list-style-type: none"> • Support the Head of Commercial & Contract in providing strategic leadership and ensuring effective implementation of commercial, contracting, procurement, and compliance frameworks. • Oversee contract governance, risk management, negotiations, and compliance controls to safeguard organizational interests and minimize disputes. • Manage procurement activities, including sourcing strategies, vendor management, and cost-effective purchasing aligned with policies and regulatory requirements. • Lead cross-functional coordination with Finance, Legal, Operations, and other departments to ensure accurate, timely contract and procurement execution. • Monitor departmental performance, develop staff capability, and represent the department in high-level engagements with internal and external stakeholders. <p><u>Qualifications</u></p> <ul style="list-style-type: none"> • Bachelor's Degree in Quantity Surveying, Contract Management, Law, Finance, or related field. • Minimum 10 years of progressive experience in commercial, contract management, procurement, or related functions, including at least 5 years in a senior management or leadership role within the infrastructure, transport, or related industry. • Strong expertise in commercial strategy, tender and procurement management, contract drafting, negotiation, risk assessment, and cost control. • In-depth knowledge of legal, financial, and regulatory frameworks governing commercial and contractual agreements. • Demonstrated leadership capability, including staff development, stakeholder management, and cross-departmental collaboration.

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ECRL Job Openings

No	Position	Location	Job Requirement
20	Manager, Contract Management	Kuantan Port City	<p><u>Key Responsibilities</u></p> <ul style="list-style-type: none">• Lead end-to-end contract lifecycle management, including drafting, negotiation, execution, monitoring, and close-out, ensuring organizational interests are protected.• Oversee contract administration, document control, and compliance monitoring to ensure timely execution and adherence to contractual obligations.• Implement and enforce compliance frameworks in alignment with statutory, regulatory, and internal governance requirements.• Conduct contractual and compliance risk assessments, recommend mitigation strategies, and support dispute resolution processes.• Drive process improvements, digitalization initiatives, and provide training to strengthen governance, policy adherence, and contract management capability <p><u>Qualifications</u></p> <ul style="list-style-type: none">• Bachelor’s Degree in Quantity Surveying, Contract Management, Law, Finance, or related field.• Minimum 5 years of progressive experience in contract management, commercial management, or compliance, including at least 3 years in a managerial role within the infrastructure, transport, or related industry.• Strong knowledge of contract law, commercial agreements, regulatory frameworks, and compliance requirements.• Demonstrated experience in contract drafting, negotiation, lifecycle management, and overseeing compliance governance.• Proven ability to assess contractual and operational risks, ensuring alignment with organizational policies, cost-control requirements, and internal controls.• Strong analytical, communication, and stakeholder management skills, with capability to lead process improvements and provide advisory support.

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ECRL Job Openings

No	Position	Location	Job Requirement
21	Manager, Cost Control	Kuantan Port City	<p><u>Key Responsibilities</u></p> <ul style="list-style-type: none">• Lead cost planning, budgeting, and forecasting activities to ensure financial discipline and alignment with approved project and operational budgets.• Monitor cost performance, conduct variance analysis, and recommend corrective actions to prevent cost overruns and optimize resource utilization.• Establish and implement cost control systems, policies, and governance frameworks to ensure transparency, consistency, and audit readiness.• Collaborate with project, procurement, and contract teams to align cost strategies with operational and commercial requirements.• Prepare accurate cost reports, dashboards, and financial insights for management decision-making and risk mitigation. <p><u>Qualifications</u></p> <ul style="list-style-type: none">• Bachelor’s Degree in Finance, Accounting, Economics, Quantity Surveying, Contract Management, or related field; professional certification (CPA, ACCA, CMA, etc.) is an advantage.• Minimum 5 years of progressive experience in finance, cost control, or related functions, with at least 3 years in a managerial role within infrastructure management, transport, or similar industries.• Strong knowledge of budgeting, cost analysis, financial modelling, variance reporting, and project cost control processes.• Proven experience in monitoring and controlling project or operational expenditures, implementing cost-saving initiatives, and ensuring compliance with financial policies.• Strong analytical, communication, and stakeholder management skills with the ability to support strategic decision-making.

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ECRL Job Openings

No	Position	Location	Job Requirement
22	Senior Executive, Procurement Management	Kuantan Port City	<p><u>Key Responsibilities</u></p> <ul style="list-style-type: none">• Execute end-to-end procurement processes, including sourcing, tendering, evaluation, and vendor selection, in full compliance with procurement policies.• Manage supplier relationships, negotiations, and performance monitoring to ensure competitive pricing, quality service, and reliable delivery.• Maintain procurement documentation, audit readiness, and reporting to ensure zero non-compliance with internal and external requirements.• Monitor procurement KPIs, market trends, and cost benchmarks to support value-for-money outcomes and informed management decisions.• Support contract administration and contribute to process improvements, digitalisation initiatives, and cross-departmental coordination. <p><u>Qualifications</u></p> <ul style="list-style-type: none">• Bachelor’s Degree in Supply Chain Management, Procurement, Business Administration, Logistics, Law, or related field.• 3–5 years of experience in procurement, contract administration, or commercial management within railway, construction, infrastructure, or large-scale project environments.• Strong understanding of sourcing, tendering, evaluation, compliance controls, and procurement governance.• Proven vendor management, negotiation, and communication skills with the ability to secure cost-effective and high-quality outcomes.• Strong analytical ability, documentation skills, and familiarity with procurement systems or digital tools.• Ability to work collaboratively with internal departments to meet operational needs effectively and on time.

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ECRL Job Openings

No	Position	Location	Job Requirement
23	Senior Executive, Contract Management	Kuantan Port City	<p><u>Key Responsibilities</u></p> <ul style="list-style-type: none">• Prepare cost estimates, BOQs, and budgets to support accurate cost planning for construction and consultancy projects.• Evaluate tenders, analyse proposals, and support vendor selection to ensure competitive and compliant procurement outcomes.• Administer progress claims, valuations, variations, and payment certifications to ensure timely and accurate contract administration.• Monitor project costs, assess financial risks, and track variations to prevent budget overruns and strengthen commercial governance.• Prepare final accounts, support dispute resolution, and ensure proper documentation for project close-out and audit readiness. <p><u>Qualifications</u></p> <ul style="list-style-type: none">• Bachelor’s Degree in Quantity Surveying, Civil Engineering, Construction Management, or related field.• Minimum 5 years of experience in quantity surveying, cost management, or related project commercial functions.• Strong knowledge of construction contracts, procurement processes, cost estimation, and project financial controls.• Hands-on experience in cost monitoring, contract administration, progress valuation, and commercial reporting for construction and consultancy projects.• Strong analytical, negotiation, and documentation skills with the ability to ensure cost efficiency, compliance, and value delivery.

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ECRL Job Openings

No	Position	Location	Job Requirement
24	Executive, Admin / Document Controller	Kuantan Port City	<p><u>Key Responsibilities</u></p> <ul style="list-style-type: none">• Manage document control processes including filing, indexing, version control, and secure storage to ensure accuracy, consistency, and easy retrieval.• Maintain contract, procurement, and departmental records to ensure audit readiness and compliance with governance and documentation standards.• Provide administrative support such as meeting coordination, minute-taking, correspondence handling, reporting, and departmental logistics.• Ensure proper circulation of documents and information across departments while maintaining confidentiality and timely workflow.• Support digitalization initiatives and the use of document management systems to improve efficiency and reduce manual paperwork. <p><u>Qualifications</u></p> <ul style="list-style-type: none">• Bachelor's Degree in Business Administration, Office Management, or related field is preferred.• 3–5 years of experience in document control, administration, or contract support functions, ideally within commercial or contract-focused environments.• Proven experience managing document control systems with strong understanding of filing structures, version control, and documentation governance.• Strong organizational, coordination, and multitasking skills with high attention to detail and accuracy.• Proficient in Microsoft Office and document management tools, with ability to support digital transformation initiatives.• Strong communication skills and ability to work effectively with internal and external stakeholders to ensure smooth information flow.

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