



## Infra & Layout Planning

### Job description

In your new role you will:

- Automation & office layout planning and project management.
- Automation project coordination-To manage AUT project budget (PR/PO management), MDM approval, AUC settlement, Capital invest preparation.
- Automation planning for future layout including design, planning and execution according to ramp plan.
- Office layout planning-To optimize office space with max capacity which come out with options. To further discuss with respective department HOD/Manager on the proposal.
- Office expansion project.
- To discuss the SOW of the project with FM. Either FM will get the quotation from vendor. To issue PR and coordinate the project if needed.
- Office improvement project-To propose better utilization of space in current office which to increase the office seating capacity.
- To come out proposal by working with other department on their renovation /improvement request.
- To work with FM on the building improvement project.

### Profile

You are best equipped for this task if you have:

- Industrial engineering degree or mechanical engineering background
- Experience with office management, automation AHMS/ AGV related experience
- AutoCAD and excel professional is must
- Building/ construction knowledge also considered

### At a glance

Location: **Kulim (Malaysia)**  
Job ID: **323144**  
Start date: **immediately**  
Entry level: **3-5 years**  
Type: **Full time**  
Contract: **Permanent**

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