



## PR/158139 | Project Manager - IT (Flexible working arrangements)

### Job Information

**Recruiter**[JAC Recruitment Malaysia](#)**Job ID**

1509029

**Industry**

Other

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

December 11th, 2024 15:24

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

A retail company in Malaysia is looking for an **IT Project Manager / Coordinator**, with prior experience in project management. This role will be based at Selangor (with **flexible working arrangements**).

**Key Responsibilities:**

- Serve as the primary coordinator for all IT projects, ensuring tasks are executed according to the strategic plan.
- Collaborate with internal teams and external vendors to align efforts and meet project timelines.
- Monitor project progress, identify potential issues, and facilitate resolutions.
- Act as a liaison between senior leadership, IT teams, and other departments to ensure clear communication and alignment.
- Facilitate meetings and discussions to keep all parties informed and engaged.

- Translate strategic objectives into actionable plans for the IT team.
- Integrate various IT processes to create a cohesive operational workflow.
- Identify opportunities for process improvements and implement solutions to enhance efficiency.
- Ensure that IT operations align with organizational goals and contribute to overall effectiveness.
- Coordinate with external vendors and service providers to manage contracts, service agreements, and deliverables.
- Oversee the procurement of IT resources, ensuring timely availability and optimal utilization.
- Manage relationships with third-party providers to maintain quality and cost-effectiveness.
- Oversee day-to-day IT operations, ensuring systems function smoothly and issues are promptly addressed.
- Coordinate technical support efforts, prioritizing tasks and allocating resources effectively.
- Maintain an up-to-date understanding of operational needs and adjust support strategies accordingly.

**Job Requirements:**

- Minimum of 3-5 years of experience in IT coordination, project management, or a similar role.
- Experience in coordinating IT projects and working with cross-functional teams.
- Familiarity with IT infrastructure, software development processes, and vendor management.
- Comfortable to be stern and establish boundaries between professionalism and personal relations.

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Company Description