



## PR/094451 | Project Manager

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1512618

**Industry**

Civil Engineering and Construction

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

April 2nd, 2025 11:00

### 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

#### JOB RESPONSIBILITIES

- Plan, prioritize and manage assigned projects, involved in the areas of pre-planning, budgeting, resources allocation, contract negotiation, drawings submission, progress claim, and worker coordination, to ensure that the team's resources are used effectively, and project deadlines are met.
- Supervise construction site personnel and subcontractors, client & consultant, attend weekly project progress meetings, and monitor compliance with building and safety codes and regulations.
- Minimize the costs of project and enhance value for money, while still achieving the required standards and quality projects.
- Ensuring the timely, budget control, and cost-effective completion of construction projects.
- Generate reports focusing on project progress, job status, and costs. Attend weekly or biweekly meetings to present progress information to superiors.

- Collaborating with engineers, architects, designers, and subcontractors to determine the specifications of the project
- Obtaining permits and licenses from appropriate authorities
- Determine needed resources (manpower, equipment, and materials) from start to finish with attention to budgetary limitations
- Plan all construction operations and schedule intermediate phases to ensure deadlines will be met
- Manage/monitor all construction works performed and ensure a clear communication line with client, outlining any challenges and providing progress updates.
- Review all contracts to ensure compliance is maintained, project completion within budget, quality & safety requirements
- Manage all OHS compliance, reporting immediately any accidents/Incidents and ensure all OHS guidelines and procedures are adhered to always.
- Develop and maintain document control system, ensure timely updated of drawings, corresponding.
- Follow up and monitor subcon agreement, pricing, prepare V.O claim, progress claim, claims status & summary
- Preparation of payment response, certifications, breakdown, payment summary, and other supporting documents
- Conduct regular planned meetings updating project staff and providing reports for Senior Management.
- Ensure work is done in compliance with all relevant building and safety codes.

#### **JOB REQUIREMENTS**

- Candidate come with min Degree in Civil Engineering
- Past working experience with LTA project with min 5 years' experience in handling
- project from Pre-Construction phase, post-construction phase till Project handover and closeout.
- Strong in planning and project management will be a good fit.

Interested applicants please send your resume to:

Jun Fong Khor

Email: junfong.khor@jac-recruitment.com

EA Licence: 90C3026

EA Personnel No: R1439255

We regret to inform that only shortlisted candidates will be notified.

#LI-JACSG  
#countrysingapore

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Company Description