



PR/115176 | Project Coordinator Section Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1513072

Industry

Retail

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

January 7th, 2025 16:00

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

Position: Project Coordinator Section Manager**Responsibilities:**

- Manager liaises with the wood chip production unit, pulp and paper production units.
- Coordinates with other departments related to project work, such as the production, maintenance, finance, procurement departments, and other relevant units.
- Coordinate with internal and external departments to ensure smooth project operations and efficient achievement of goals.
- Track the project's S-Curve, Project Master Schedule.
- Control the project's weekly/monthly budget and costs.
- Prepare and report the overall progress of the project to the supervisor.

- Prepare meeting documents, follow up on project meeting results with various departments, and track the implementation outcomes from the meetings.
- Coordinate with the Human Resources and Government Relations departments for obtaining construction permits, project operation permits, visas, work permits, etc.
- Coordinate with the procurement department to review and draft contracts with contractors/suppliers.
- Analyze contractor and supplier status reports to match actual project status.
- Coordinate with the O&M department for smooth project operations.
- Coordinate the translation of project documents.

Qualifications:

- Bachelor's degree in Engineering ,Scientist or any relevant.
- Experience in project coordinator at least 5 years.
- Good Command both English and Chinese.
- Good Communication.

Company Description