



PR/158573 | Project Coordinator

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1521578

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

February 11th, 2025 10:32

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

- **Project Management & Coordination:** Assist the project manager to execute the construction from inception through completion, ensuring all project milestones are met. Oversee day-to-day activities and coordinate with internal teams, consultants, contractors, and suppliers. Perform additional duties as assigned by the superior.
- **Budget & Schedule Management:** Assist project manager to record and monitor project budgets, timelines, and resources to ensure efficient project delivery. Assist project manager to review and verify work progress claims, delivery orders (DO), invoices and obtain approvals for issuing purchase orders (PO), resolutions, and official letters.
- **Documentary and schedule of meetings:** Organize and document meeting schedules, take minutes, ensure proper filing is done for all documentation and familiarize with contract documents and construction drawings. Participate, contribute and drive all daily documentation for construction activities, material submissions and sample approvals. Coordinating with inter-departments, consultants, contractors and authorities for documentation release matter. Draft letter for correspondence letters as needed.
- **Site inspection and site coordination meetings:** Assist in scheduling and conducting project site inspection, site

coordination meetings on a regular basis. Liaison and attend site meetings with Consultants, Contractors, Sub-contractors and relevant authorities

Job Requirements

- At least a SPM/"O" Level, Diploma/Advanced/Higer/Diploma, Bachelor's Degree in civil engineering, M&E engineering, Construction Management, Architecture, Sustainable and renewable energy or related field.
- Minimum of 2-3 years of experience in construction management or project development, ideally with exposure to large-scale retail, commercial, or mixed-use developments.
- Experience with MNCs or international projects is an advantage
Strong knowledge of construction processes, materials, and technologies. Familiarity with project management software (e.g. Microsoft Office, MS Project, PPT, AutoCad, or similar) and design tools.
- Preferred candidates willing to inter-state travel.

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Company Description