



PR/158573 | Project Coordinator

募集職種

人材紹介会社

ジェイエイシーリクルートメントマレーシア

求人ID

1521578

業種

土木

雇用形態

正社員

勤務地

マレーシア

給与

経験考慮の上、応相談

更新日

2025年03月25日 02:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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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会社説明