



## PR/158977 | Project Executive

### Job Information

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

1538628

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

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### 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 Japanese based organization in Kuala Lumpur, is looking for a Project Executive role to ensure smooth post-sales experience for clients by coordinating installation, delivery, and project execution while maintaining strong relationships and addressing any issues that arise before, during, and after project completion.

#### Key Responsibilities:

- Coordinate and oversee the entire delivery and installation process from initiation to completion.
- Manage and resolve customer concerns promptly to ensure high client satisfaction.
- Maintain regular contact with clients and stakeholders to ensure seamless execution and clear communication.

- To Work closely with Sales, Installers, Logistics, and other internal departments to plan and execute site-marking, delivery, and installation schedules.
- Liaise with architects, designers, subcontractors, and suppliers to monitor site progress and ensure quality and specification compliance.
- Provide timely updates and reporting to clients and internal teams throughout the project lifecycle.
- Attend and support on-site project inspections, walk-throughs, and completion reviews to ensure final delivery meets expectations.

Requirements:

- Diploma or Degree in Project Management, Business Administration, Interior Design, or related field.
- At least 4 years of experience in project coordination or after-sales service, preferably in furniture, interior fit-out, or construction industry.
- Strong organizational and multitasking skills with attention to detail.
- Good communication and interpersonal skills.
- Able to manage site work and coordinate with multiple stakeholders.
- Proficient in Microsoft Office; knowledge of project tracking tools is an advantage.
- Ability to work independently. travel to project sites when necessary and handle site related tasks.

**#L1-JACMY**

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Company Description