



## PR/158789 | Project Manager

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1540916

**Industry**

Other

**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

#### Project Manager

**Project Planning and Coordination:**

- Develop and manage detailed project plans, including timelines, budgets, and resource allocation.
- Coordinate with architects, engineers, contractors, and other stakeholders to ensure project objectives are met.
- Conduct feasibility studies and risk assessments for new projects.

**Authorities Submissions and Approvals:**

- Prepare and submit all necessary documentation to relevant authorities for approvals, permits, and licenses.
- Liaise with government agencies, local councils, and regulatory bodies to ensure compliance with all legal and regulatory requirements.
- Monitor the progress of submissions and follow up with authorities to secure timely approvals.
- Address any issues or objections raised by authorities and provide necessary amendments or additional information.

**Team Leadership and Management:**

- Lead and motivate project teams, including internal staff and external contractors.
- Assign tasks, set performance expectations, and provide guidance to team members.
- Foster a collaborative and productive work environment.

**Quality Assurance and Compliance:**

- Ensure all projects comply with relevant building codes, regulations, and quality standards.
- Conduct regular site inspections to monitor progress and quality of work.
- Address any issues or delays promptly to minimize impact on project timelines.

**Stakeholder Communication:**

- Act as the primary point of contact for clients, investors, and other stakeholders.
- Provide regular project updates and reports, including progress, challenges, and solutions.
- Manage stakeholder expectations and ensure satisfaction with project outcomes.

**Risk Management:**

- Identify potential risks and develop mitigation strategies.
- Monitor and manage risks throughout the project lifecycle.
- Ensure all health and safety regulations are adhered to on-site.

**Project Delivery:**

- Oversee the successful delivery of projects, ensuring they are completed on time and within budget.
- Conduct post-project evaluations to identify lessons learned and areas for improvement.
- Ensure a smooth handover process to clients or end-users.

**Key knowledge and experience:**

- Proven track record of managing large-scale development projects from start to finish.
- Proven working experience as a project administrator in the information technology sector.
- Solid technical background, with understanding or hands-on experience in software development and web technologies
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office
- PMP / PRINCE II certification is a plus

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**Company Description**