



JAC Recruitment

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Indonesia

PR/122869 | Project Manager (Resident Architect)

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1541707

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

July 1st, 2025 03:00

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

Responsibilities:

- Adjust design conditions including coordination among specialist discipline requirements, review architectural design together with MEP and structural design and make necessary adjustment.
- Coordinate and review shop drawings, manufacture drawings and specifications, method of statement and materials samples that are submitted by contractors and suppliers, create inspection plans, conduct materials receipt and quality assurance inspections regularly, manage and monitor construction quality, study and recommend defect rectification methods, review construction progress report.
- Monitor construction schedule, review schedules submitted by contractors and suppliers, provide advice when necessary.
- As a representative of the project management team, attend all necessary meetings with stakeholders, give instructions, when necessary, sign and approve documents related to project management works and support project management team to issue project progress reports.
- Any other duties assigned by the company

Requirements:

- Bachelor's degree in architecture or equivalent.
- 5 - 8 years of work experience as Project Designer and/or Architect in the real estate industry, resident architecture related experience will be preferred.

- Strong knowledge in resident architecture design and planning, familiar with Indonesian local materials, products and customs.
 - Strong written and verbal communication skills and negotiation skills in English for liaising and dealing with client, consultants, contractors and suppliers for terms, resources and timelines etc.
 - Able to work flexibly at the request of the business and to address and adapt quickly to unexpected issues that arise during the project
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Company Description