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JAC Recruitment Singapore

PR/094451 | Project Manager

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1548509

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

August 20th, 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

JOB RESPONSIBILITIES

- Plan, prioritize and manage assigned projects, involved in the areas of pre-planning, budgeting, resources allocation, contract negotiation, drawings submission, progress claim, and worker coordination, to ensure that the team's resources are used effectively, and project deadlines are met.
- Supervise construction site personnel and subcontractors, client & consultant, attend weekly project progress meetings, and monitor compliance with building and safety codes and regulations.
- Minimize the costs of project and enhance value for money, while still achieving the required standards and quality projects.
- Ensuring the timely, budget control, and cost-effective completion of construction projects.
- Generate reports focusing on project progress, job status, and costs. Attend weekly or biweekly meetings to present progress information to superiors.

- Collaborating with engineers, architects, designers, and subcontractors to determine the specifications of the project
- Obtaining permits and licenses from appropriate authorities
- Determine needed resources (manpower, equipment, and materials) from start to finish with attention to budgetary limitations
- Plan all construction operations and schedule intermediate phases to ensure deadlines will be met
- Manage/monitor all construction works performed and ensure a clear communication line with client, outlining any challenges and providing progress updates.
- Review all contracts to ensure compliance is maintained, project completion within budget, quality & safety requirements
- Manage all OHS compliance, reporting immediately any accidents/incidents and ensure all OHS guidelines and procedures are adhered to always.
- Develop and maintain document control system, ensure timely updated of drawings, corresponding.
- Follow up and monitor subcon agreement, pricing, prepare V.O claim, progress claim, claims status & summary
- Preparation of payment response, certifications, breakdown, payment summary, and other supporting documents
- Conduct regular planned meetings updating project staff and providing reports for Senior Management.
- Ensure work is done in compliance with all relevant building and safety codes.

JOB REQUIREMENTS

- Candidate come with min Degree in Civil Engineering
- Past working experience with LTA project with min 5 years' experience in handling
- project from Pre-Construction phase, post-construction phase till Project handover and closeout.
- Strong in planning and project management will be a good fit.

Interested applicants please send your resume to:

Jun Fong Khor

Email: junfong.khor@jac-recruitment.com

EA Licence: 90C3026

EA Personnel No: R1439255

We regret to inform that only shortlisted candidates will be notified.

#LI-JACSG
#countrysingapore

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Company Description