



## PR/095680 | Senior Architectural Coordinator

### Job Information

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

1553293

**Industry**

Civil Engineering and Construction

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

July 29th, 2025 10:42

### 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

**Company Overview**

Our client a well-established leader and A1 main contractor in the civil engineering and construction industry, known for delivering high-quality projects across infrastructure, building, and specialized engineering sectors. As they continue to drive growth and expansion, they are now seeking a Senior Architectural Coordinator to join their team and contribute to their ongoing success.

**Key Responsibilities**

- Collaborate and communicate effectively with architectural services and other trades on-site to ensure smooth project operations.
- Manage architectural work schedules, procurement of materials, cost control, and overall project documentation.
- Assist in the implementation, monitoring, and review of the construction management plan to meet project milestones.

- Supervise, inspect, and coordinate all architectural work performed by subcontractors, ensuring work quality and compliance with drawings and specifications.
- Ensure architectural activities adhere to project specifications, authority standards, and quality benchmarks.
- Engage actively with stakeholders, fostering strong relationships with clients, subcontractors, community representatives, and external parties.
- Support the Project Manager in coordinating civil, structural, architectural, and System-Wide Contractors (SWCs) to facilitate integrated project delivery.
- Review drawings, coordinate with consultants and subcontractors, and resolve technical or site-related issues promptly.
- Monitor and report on the progress of architectural works to ensure alignment with project schedules.
- Coordinate subcontractor activities, ensuring architectural work is completed on schedule and to specifications.
- Lead quality assurance efforts, ensuring compliance with standards and preparing for CONQUAS assessments.
- Perform scheduling, material requisition, cost management, supervision, and documentation in line with the project master plan.

#### Key Requirements

- Minimum of 5 years of experience as a main contractor in Design & Build projects.
- Degree in Architecture recognized by the Board of Architects.
- Experience in building services is preferred.
- Strong technical understanding of architectural drawings and construction processes.
- Excellent coordination, communication, and stakeholder management skills.
- Proven ability to supervise on-site activities and ensure adherence to quality and safety standards.

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Aloysius Loh  
JAC Recruitment Pte Ltd  
EA Personnel: R24121320  
EA Personnel Name: LOH CHUAN LIANG ALOYSIUS

#LI-JACSG  
#countrysingapore

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#### Company Description