



PR/096041 | Admin Manager (Project)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1563206

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

November 11th, 2025 05:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

Join a prestigious construction firm with over a century of excellence in civil engineering, marine works, and building development. With a strong legacy rooted in Japan, the organization is renowned for its expertise in port, coastal, and waterfront infrastructure projects.

JOB RESPONSIBILITIES

We are seeking a seasoned and proactive Senior Administrative Manager to lead and coordinate administrative, operational, legal, and compliance functions for a high-profile marine infrastructure project. This strategic role involves close collaboration with joint venture partners, clients, vendors, and regulatory authorities, and requires a strong grasp of project operations, legal frameworks, and government licensing.

Project Operations (20%)

- Oversee daily site administration including procurement, petty cash, and inventory.
- Coordinate joint venture activities and serve as the main liaison.
- Handle disputes related to partner cost claims and counter-claims, including documentation and resolution support.

Infrastructure & Licensing (10%)

- Manage applications and renewals for:
- Temporary Occupation Licences (SLA)
- Dormitory licensing (MOM – FEDA)
- Utilities (PUB, EMA)
- Fuel storage (SCDF)
- Liaise with LEWs, Licensed Plumbers, and Professional Engineers for installations and licensing.
- Examples of current responsibilities include TOLs for rock transport, satellite offices, tower crane zones, and material storage areas.

Environmental Compliance (10%)

- Monitor pest control, waste management, and ISO environmental standards.
- Conduct internal audits and implement corrective measures.

Legal & Documentation (10%)

- Monitor pest control, waste management, and ISO environmental standards.
- Conduct internal audits and implement corrective actions.
- Draft mitigation pleas and represent the company in court proceedings for site-related offences (e.g., ECM violations, pollution) before escalation to Stop Work Orders.

HR & Payroll (10%)

- Manage payroll for site workers and drivers.
- Oversee staff timesheets, training, welfare, and maintain contact directories.
- Finance Support & Client Reporting (20%)
- Assist with accounts payable/receivable, invoice verification, PO creation, and JV billing.
- Provide regular updates on manpower, IT systems, and project progress to clients and consultants.

Insurance & Funding (15%)

- Administer insurance coverage and claims for:
- Contractors' All Risk (CAR)
- Third Party Liability (TPL)
- Hull & P&I
- Work Injury Compensation (WICA)
- Liaise with lawyers, consultants, surveyors, adjusters, and insurers.
- Apply for government grants, rebates, and manage appeals.

Events & Engagement (5%)

- Organize project events, VIP visits, and manage public/social media engagement.

JOB REQUIREMENTS

- Minimum 15 years of experience in senior administrative or management roles within the construction industry.
- Strong understanding of civil, structural, or reclamation works.
- Familiarity with regulatory frameworks and licensing processes across SLA, MOM, PUB, EMA, SCDF, etc.
- Proficient in HRIS, Microsoft Office, and Google Workspace.

- Highly organized, detail-oriented, and capable of managing multiple priorities.
- Excellent communication skills with the ability to work independently and collaboratively.

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.sg/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.sg/terms-of-use>

Company Description