



PR/160060 | Assistant / Project Manager

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1574853

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

May 5th, 2026 03:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Overview:

A leading and well-established construction and engineering contractor recognized for delivering large-scale building and infrastructure projects across Malaysia and the region.

Job Responsibilities:

Ensure projects are completed safely, on time, within budget, and in accordance with quality standards and customer/consultant expectations.

Prepare Construction Work Programme, Project Execution Plan, and Progress Reports, ensuring full execution in line with approved plans.

Lead coordination of builder's works, M&E works, and subcontractors to accomplish all site activities effectively.

Oversee the development and approval of Shop Drawings, ensuring proper implementation at site.

Provide technical expertise to site staff and jointly prepare work method statements and/or safe operating procedures with specialist subcontractors when required.

Lead project-related meetings, motivate project staff, maintain strong relationships with clients and consultants, and serve as Chairman of the Occupational Safety & Health Committee.

Job Requirements:

Degree or Diploma in Civil, Structural, Engineering, or Quantity Surveying.
Minimum 5 years of working experience in building construction, preferably with a main contractor.
Strong leadership skills with the ability to work independently with minimal supervision.
Excellent verbal and written communication abilities.
Strong command of English and computer literacy.
Possesses own transport and willing to travel or relocate as required.

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Company Description