



## 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**

April 7th, 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.

**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.

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