



## PR/160062 | Shop Drawing Manager

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1574855

**Industry**

Civil Engineering and Construction

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

February 24th, 2026 13:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**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:**

Support the Project Manager on all shop drawing-related activities, ensuring timely development and submission.

Coordinate shop drawings for all projects with Area Managers, Project Managers, subcontractors, and suppliers to ensure alignment across trades.

Review and improve drawing details for the development and enhancement of the company's Standard Details.

Liaise with customers, consultants, project teams, site staff, contracts departments, and design teams to ensure smooth communication and technical clarity.

Coordinate, guide, and monitor the performance of Draughtsmen involved in drawing production.

Implement all relevant policies, procedures, and instructions as required by the company's management systems, performing additional tasks assigned by superiors.

**Job Requirements:**

Diploma or Degree in Engineering, Architecture, Drafting, or other relevant fields.  
Minimum 5 years of working experience related to drawings, coordination, or technical support.  
Experience in the construction industry is an added advantage.  
Strong proficiency in reading and interpreting construction and technical drawings.

**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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Company Description