



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

January 27th, 2026 10:55

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.

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Company Description