



JAC Recruitment

マレーシアの求人なら  
JAC Recruitment Malaysia

## PR/160155 | Shop Drawing Coordinator

## Job Information

## Recruiter

[JAC Recruitment Malaysia](#)

## Job ID

1578043

## Industry

Other (Manufacturing)

## Job Type

Permanent Full-time

## Location

Malaysia

## Salary

Negotiable, based on experience

## Refreshed

February 16th, 2026 11:34

## 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

Location: Project site / HQ (Kuala Lumpur)

Department: Project (CSA / MEP)

Employment Type: Full-time

## Role Purpose

- The Shop Drawing Coordinator drives end-to-end coordination, review, submission, and approval of multi-discipline shop drawings (Architectural, Structural, and MEP) to ensure constructability, compliance with specifications and Standard Details, and smooth downstream execution on site and with subcontractors.

## Key Responsibilities

- Shop Drawing Management
- Plan, track, and manage the full shop drawing cycle—from intake and review to consultant submission, comments

close-out, and final approval—meeting project schedule milestones.

- Prepare, review, and coordinate shop drawings to implement Kajima Standard Details; continuously improve detailing quality using feedback from live and completed projects.
- Maintain a shop drawing register/schedule and produce weekly status reports for the Project Manager.

### Coordination & Interfaces

- Lead multi-trade coordination (Arch/Struct/MEP/Specialists) to resolve clashes, RFIs, and design discrepancies before site work, leveraging BIM/AutoCAD where applicable.
- Liaise with consultants, client representatives, and subcontractors to address design clarifications and accelerate approvals.

### CDE / Document Control

- Organize and control project drawing folders and documentation within the Common Data Environment (CDE); ensure version control and traceability.
- Compliance & Standards
- Check drawings against project specifications, authority requirements, and Kajima's quality standards prior to submission; ensure as-built drawings are compiled accurately at project close

### Site Enablement

- Provide timely, approved drawings to site teams and trade partners; brief site staff on revisions and critical details that impact construction sequencing, QA/QC, and inspections

### Continuous Improvement

- Capture lessons learned and standardize best practices to uplift drawing quality and coordination efficiency across projects

### Qualifications & Experience

- Diploma/Bachelor's in Civil/Structural/Architectural/Mechanical/Electrical Engineering, Construction Management, Architecture, or equivalent
- 3–6+ years relevant experience in shop drawing coordination within building/industrial projects (warehouses, factories, plants preferred). Seniority may be adjusted for Senior Shop Drawing Coordinator.
- Proficient in AutoCAD; exposure to BIM/Revit is an advantage.  
Working knowledge of specifications, detailing standards, and submission protocols; disciplined document control within a CDE.

#LI-JACMY

**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.my/privacy-policy>

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

---

### Company Description