



PR/160155 | Shop Drawing Coordinator

Job Information

Recruiter

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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.

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Company Description