



PR/110505 | Assistant Drawing Coordinator

Job Information

Recruiter

JAC Recruitment India

Job ID

1600929

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

July 7th, 2026 10:17

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:

Renowned Japanese Construction and Engineering company that designs and builds industrial facilities, manufacturing plants, R&D centers in India. It provides end-to-end EPC (Engineering, Procurement, and Construction) and design-build services, managing projects from planning and design through construction and handover.

Job Overview:

This is a technical role in industrial construction project that focuses on preparing, managing, and coordinating construction drawings.

Job Responsibilities:

- **Ability to Prepare shop drawings** for civil and finishing works (flooring, walls, ceilings, doors, windows, etc.) that provide detailed construction instructions for site execution.
- **Coordinate drawings** between Civil, Architectural, and **MEP (Mechanical, Electrical, Plumbing)** teams to identify and resolve clashes before construction starts.
- Review design drawings and ensure the latest revisions are issued and used at the project site.
- Support engineers and project managers by maintaining drawing records, revisions, and documentation.

Job Requirements:

- **Qualification-** Diploma in Civil Engineering
- **Experience-** 3-6 Years working for industrial projects
- Ability to understand MEP Drawings (for coordination)
- Proficiency in AutoCAD, Revit and MS Office
- Must be comfortable working at construction sites

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Company Description