



PR/160952 | Assistant General Manager - Building Solutions

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1607715

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

September 1st, 2026 07:00

General Requirements

Minimum Experience Level

Over 10 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

A well-established manufacturer and solutions provider serving the construction, building materials, and infrastructure sectors is seeking an experienced **Assistant General Manager** to support overall business operations and strategic growth initiatives. This leadership role is responsible for overseeing daily operations across multiple functions including production, sales coordination, customer relations, purchasing, administration, human resources, quality, and compliance. The successful candidate will work closely with senior management to drive operational excellence, improve productivity, strengthen cross-functional collaboration, and ensure smooth execution of business objectives. Candidates with a strong background in manufacturing, engineering, construction materials, industrial products, or related industries will be highly preferred.

JOB RESPONSIBILITIES
A. General Management & Business Operations

- Assist the General Manager and Directors in the overall management and operation of the Company.
- Support the implementation of Company strategies, policies, objectives and operational plans.

- Monitor daily business and operational activities and ensure departments are functioning effectively.
- Coordinate between departments to ensure smooth workflow and communication. • Identify operational issues and recommend practical and effective solutions.
- Follow up on management decisions and ensure agreed actions are implemented.
- Prepare management reports, operational updates and business summaries as required.
- Assist management in improving productivity, operational efficiency and cost control.
- Take responsibility for assigned areas of the business and provide management support when required.

B. Production & Factory Operations

- Work closely with Production and Factory teams to monitor production activities, manpower, productivity and operational issues.
- Ensure production activities are carried out according to Company procedures, quality requirements and production schedules.
- Monitor production planning and follow up on delays, shortages and operational problems.
- Coordinate with Production, Warehouse, Purchasing and Sales to ensure customer requirements are fulfilled.
- Assist in resolving production, manpower, machinery and operational issues.
- Ensure proper implementation of Company SOPs and work procedures.

C. Sales & Customer Coordination

- Support the General Manager and Directors in sales and business development activities.
- Maintain good relationships with existing customers and assist in resolving customer issues.
- Coordinate with the Sales team on quotations, orders, delivery schedules and customer requirements.
- Assist in following up on key customers, projects and business opportunities.
- Monitor market conditions and identify potential business opportunities.
- Participate in customer meetings, site visits and business discussions when required.

D. Human Resources & Administration

- Work closely with Office Manager on employee-related matters.
- Assist management in manpower planning, recruitment, employee performance and disciplinary matters.
- Support the implementation and enforcement of Company policies, procedures and employee rules.
- Assist in addressing employee attendance, performance, conduct and workplace issues.
- Ensure effective communication of management decisions and Company policies to employees.
- Support staff training, development and employee engagement activities.

E. Health, Safety & Compliance

- Support management in maintaining a safe and compliant working environment.
- Ensure employees comply with Company safety policies, SOPs and applicable statutory requirements.
- Support the implementation of safety procedures, HIRARC, training and corrective actions.
- Monitor workplace safety matters and ensure appropriate follow-up.
- Assist with statutory, regulatory, certification and authority-related matters when required.

F. Quality & ISO Management

- Support the implementation and maintenance of the Company's Quality Management System.
- Ensure departments comply with relevant SOPs, work instructions and quality procedures.
- Assist with internal and external ISO audits.
- Ensure corrective and preventive actions are followed up and completed.
- Promote continuous improvement in operational and quality processes.

G. Purchasing, Inventory & Cost Control

- Work with Purchasing and Warehouse teams to monitor stock levels, purchasing requirements and supplier performance.
- Assist in monitoring material availability and preventing production disruptions caused by shortages.
- Review operational costs and identify areas where cost savings or improved efficiency can be achieved.
- Assist management in evaluating suppliers and service providers where required.

H. Management Reporting & Coordination

- Prepare and review management reports, operational updates, statistics and presentations.
- Analyze operational information and highlight significant issues to the General Manager and Directors.
- Attend management meetings and provide updates on assigned areas of responsibility.
- Maintain strict confidentiality of Company, employee, customer and business information.
- Carry out other duties and responsibilities assigned by the General Manager and Directors from time to time.

JOB REQUIREMENTS

- Bachelor's Degree / Diploma in Management, Business Administration, Business Management, Operations Management, Engineering or a related discipline
- Minimum 5–8 years of relevant management or supervisory experience.
- Candidates with experience in construction, building materials, manufacturing, engineering or similar industries are strongly preferred.
- Strong practical knowledge of business and operational management.
- Experience managing or coordinating multiple departments will be an advantage.
- Experience working directly with senior management, General Manager or Directors is highly preferred.
- Manufacturing or factory management experience will be an added advantage.

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