



PR/161079 | Engineering Coordinator (Site-Based) | Kulim, Kedah

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1612719

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

September 15th, 2026 10:19

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

JOB RESPONSIBILITIES:
Engineering Planning, Execution and Monitoring

- Assist the GME / EAM / Project Leader in the project to prepare Structural and Architectural shop drawings;
- Coordinate Structural, Architectural & M & E shop drawings;
- Check drawing details and standard before handover to the project team;
- Participate in technical design clarification and project meetings;
- Ensure the statutory and regulatory requirements related to construction project are observed and complied with;
- Prepare presentation and preliminary drawings for project;

- Prepare as-built drawings;
- Update Project Leader/ project team on any additional / changes of drawings and design;
- Authorize to review drawings and design to ensure that Nakano departmental documentation to meet Nakano Integrated Management System (IMS) requirements and standards.

General Responsibilities

- Promote occupational HSE to respective workplace personnel / suppliers / sub-contractors / any person that be affected by Nakano operation;
- Ensure that respective workplace personnel work in accordance with Nakano as well as Departmental Targets and Objectives;
- Ensure that respective workplace personnel safeguard own safety as well as others person safety when executing Nakano's operation;
- Ensure that any person operating within the workplace shall comply with applicable statutory requirements and Nakano's HSE requirements;
- Set good example for others to follow.

Other Tasks

- Undertake any other tasks assigned by the EAM / Project Leader/GME as and when required;
- Carry out the work assigned by the EAM /Project Leader/GME and/or the Management for compliance with requirements of Nakano IMS standards in-line with Nakano requirements and objectives.

JOB REQUIREMENTS:

- Minimum Diploma in Architectural / C&S Engineering or equivalent.
- Professional AutoCad Certificate or equivalent.
- At least 5 years of relevant working experience in drafting & coordination in Architectural / C&S Engineering work and obtained producing technical drawings.
- Knowledge of AutoCAD Revit is an advantage.
- Strong technical drawing and presentation skills, computer skills.
- Strong networking skills with authorities and consultants to ensure smooth implementation of the project.
- A team player with strong leadership, interpersonal and negotiation skills.

Working Location:

Kulim site project. Accommodation will be provided by the company.

#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