



PR/161122 | Site Coordinator (CSA)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1614538

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

September 29th, 2026 10:31

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

Our client an established international main contractor is seeking an experienced **Site Coordinator (CSA)** to support construction activities at Nilai project.

The successful candidate will coordinate Civil, Structural and Architectural works and ensure site activities are carried out according to approved drawings, specifications, safety requirements, quality standards and project schedules.

Key Responsibilities:

- Coordinate daily Civil, Structural and Architectural construction activities
- Coordinate subcontractors, suppliers and other trades to ensure smooth site execution
- Monitor construction progress against the approved work programme
- Check discrepancies between design drawings, construction drawings and actual site conditions
- Ensure works are carried out according to approved drawings, specifications and method statements

- Coordinate technical and site issues with consultants, subcontractors and internal project teams.
- Monitor subcontractors work quality, safety and progress
- Assist in preparing method statements and Safe Operating Procedures where required
- Coordinate lifting activities and ensure compliance with relevant site safety requirements
- Conduct regular site inspections and highlight construction issues to the Project Manager
- Participate in site coordination and progress meetings
- Maintain proper site records and progress documentation
- Promote good safety practices throughout construction activities

Requirements:

- Diploma or Degree in Civil Engineering, Construction Management, Building or related discipline
- Relevant site coordination experience in building construction
- Good knowledge of Civil, Structural and Architectural (CSA) works
- Main contractor experience is preferred
- **Must possess Certified Lifting Supervisor qualification/certification**
- Able to read and understand construction drawings
- Good coordination and problem-solving skills
- Able to communicate effectively with subcontractors, consultants and project teams
- Strong awareness of site safety and quality requirements
- Willing to work at Nilai project site

#LI-JACMY

#Countrymalaysia

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