

PR/161368 | Retail Project Executive (Store Development & Fit-Out)

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1623348

Industry
Retail

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
November 17th, 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

Our client is a well-established Japanese retail group and one of the leading home furnishing and lifestyle retailers in Asia. Due to business expansion and new store development plans, they are seeking a **Construction & Facilities Department Representative** to join their growing team in Kuala Lumpur.

Location to work: Bukit Jalil, Selangor
Key Responsibilities: -

- Manage new store openings, renovations, relocations, and store closures.
- Conduct site visits and site surveys.
- Coordinate with landlords, consultants, contractors, and internal stakeholders.
- Manage retail fit-out works, including interior works, electrical, HVAC, fire protection systems, signage, and store equipment installation.
- Monitor project schedules, budgets, quality, and costs.

- Handle permits, approvals, inspections, and project completion processes.
- Support facilities maintenance and operational readiness of existing stores.
- Prepare project updates and reports.

Requirements

- Minimum 3 years' experience in construction, facilities, fit-out, retail projects, or related areas.
- Ability to read and understand architectural and M&E drawings.
- Experience coordinating contractors and project execution.
- Comfortable visiting stores and construction sites.
- Willing to travel within Malaysia and occasionally overseas.
- Good English communication skills.
- Mandarin and/or Japanese language ability would be an advantage.

#LI-JACMY
#Countrymalaysia

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Company Description