



PR/158789 | Project Manager

募集職種

人材紹介会社

ジェイエイシーリクルートメントマレーシア

求人ID

1540916

業種

その他

雇用形態

正社員

勤務地

マレーシア

給与

経験考慮の上、応相談

更新日

2025年06月17日 03:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Project Manager

Project Planning and Coordination:

- Develop and manage detailed project plans, including timelines, budgets, and resource allocation.
- Coordinate with architects, engineers, contractors, and other stakeholders to ensure project objectives are met.
- Conduct feasibility studies and risk assessments for new projects.

Authorities Submissions and Approvals:

- Prepare and submit all necessary documentation to relevant authorities for approvals, permits, and licenses.
- Liaise with government agencies, local councils, and regulatory bodies to ensure compliance with all legal and regulatory requirements.
- Monitor the progress of submissions and follow up with authorities to secure timely approvals.
- Address any issues or objections raised by authorities and provide necessary amendments or additional information.

Team Leadership and Management:

- Lead and motivate project teams, including internal staff and external contractors.
- Assign tasks, set performance expectations, and provide guidance to team members.
- Foster a collaborative and productive work environment.

Quality Assurance and Compliance:

- Ensure all projects comply with relevant building codes, regulations, and quality standards.
- Conduct regular site inspections to monitor progress and quality of work.
- Address any issues or delays promptly to minimize impact on project timelines.

Stakeholder Communication:

- Act as the primary point of contact for clients, investors, and other stakeholders.
- Provide regular project updates and reports, including progress, challenges, and solutions.
- Manage stakeholder expectations and ensure satisfaction with project outcomes.

Risk Management:

- Identify potential risks and develop mitigation strategies.
- Monitor and manage risks throughout the project lifecycle.
- Ensure all health and safety regulations are adhered to on-site.

Project Delivery:

- Oversee the successful delivery of projects, ensuring they are completed on time and within budget.
- Conduct post-project evaluations to identify lessons learned and areas for improvement.
- Ensure a smooth handover process to clients or end-users.

Key knowledge and experience:

- Proven track record of managing large-scale development projects from start to finish.
- Proven working experience as a project administrator in the information technology sector.
- Solid technical background, with understanding or hands-on experience in software development and web technologies
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office
- PMP / PRINCE II certification is a plus