



PR/095452 | Senior Architectural Coordinator

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 シンガポール

求人ID

1544880

業種

土木

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2025年06月17日 10:54

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

Company Overview

Our client a well-established leader and A1 main contractor in the civil engineering and construction industry, known for delivering high-quality projects across infrastructure, building, and specialized engineering sectors. As they continue to drive growth and expansion, they are now seeking a Senior Architectural Coordinator to join their team and contribute to their ongoing success.

Key Responsibilities

- Collaborate and communicate effectively with architectural services and other trades on-site to ensure smooth project operations.
- Manage architectural work schedules, procurement of materials, cost control, and overall project documentation.
- Assist in the implementation, monitoring, and review of the construction management plan to meet project milestones.
- Supervise, inspect, and coordinate all architectural work performed by subcontractors, ensuring work quality and compliance with drawings and specifications.
- Ensure architectural activities adhere to project specifications, authority standards, and quality benchmarks.
- Engage actively with stakeholders, fostering strong relationships with clients, subcontractors, community

representatives, and external parties.

- Support the Project Manager in coordinating civil, structural, architectural, and System-Wide Contractors (SWCs) to facilitate integrated project delivery.
- Review drawings, coordinate with consultants and subcontractors, and resolve technical or site-related issues promptly.
- Monitor and report on the progress of architectural works to ensure alignment with project schedules.
- Coordinate subcontractor activities, ensuring architectural work is completed on schedule and to specifications.
- Lead quality assurance efforts, ensuring compliance with standards and preparing for CONQUAS assessments.
- Perform scheduling, material requisition, cost management, supervision, and documentation in line with the project master plan.

Key Requirements

- Minimum of 5 years of experience as a main contractor in Design & Build projects.
- Degree in Architecture recognized by the Board of Architects.
- Experience in building services is preferred.
- Strong technical understanding of architectural drawings and construction processes.
- Excellent coordination, communication, and stakeholder management skills.
- Proven ability to supervise on-site activities and ensure adherence to quality and safety standards.

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Aloysius Loh
JAC Recruitment Pte Ltd
EA Personnel: R24121320
EA Personnel Name: LOH CHUAN LIANG ALOYSIUS

#LI-JACSG
#countrysingapore

会社説明