



PR/096041 | Admin Manager (Project)

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

1563206

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10月28日 10:34

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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

Join a prestigious construction firm with over a century of excellence in civil engineering, marine works, and building development. With a strong legacy rooted in Japan, the organization is renowned for its expertise in port, coastal, and waterfront infrastructure projects.

JOB RESPONSIBILITIES

We are seeking a seasoned and proactive Senior Administrative Manager to lead and coordinate administrative, operational, legal, and compliance functions for a high-profile marine infrastructure project. This strategic role involves close collaboration with joint venture partners, clients, vendors, and regulatory authorities, and requires a strong grasp of project operations, legal frameworks, and government licensing.

Project Operations (20%)

- Oversee daily site administration including procurement, petty cash, and inventory.
- Coordinate joint venture activities and serve as the main liaison.
- Handle disputes related to partner cost claims and counter-claims, including documentation and resolution support.

Infrastructure & Licensing (10%)

- Manage applications and renewals for:
- Temporary Occupation Licences (SLA)
- Dormitory licensing (MOM – FEDA)
- Utilities (PUB, EMA)
- Fuel storage (SCDF)
- Liaise with LEWs, Licensed Plumbers, and Professional Engineers for installations and licensing.
- Examples of current responsibilities include TOLs for rock transport, satellite offices, tower crane zones, and material storage areas.

Environmental Compliance (10%)

- Monitor pest control, waste management, and ISO environmental standards.
- Conduct internal audits and implement corrective measures.

Legal & Documentation (10%)

- Monitor pest control, waste management, and ISO environmental standards.
- Conduct internal audits and implement corrective actions.
- Draft mitigation pleas and represent the company in court proceedings for site-related offences (e.g., ECM violations, pollution) before escalation to Stop Work Orders.

HR & Payroll (10%)

- Manage payroll for site workers and drivers.
- Oversee staff timesheets, training, welfare, and maintain contact directories.
- Finance Support & Client Reporting (20%)
- Assist with accounts payable/receivable, invoice verification, PO creation, and JV billing.
- Provide regular updates on manpower, IT systems, and project progress to clients and consultants.

Insurance & Funding (15%)

- Administer insurance coverage and claims for:
- Contractors' All Risk (CAR)
- Third Party Liability (TPL)
- Hull & P&I
- Work Injury Compensation (WICA)
- Liaise with lawyers, consultants, surveyors, adjusters, and insurers.
- Apply for government grants, rebates, and manage appeals.

Events & Engagement (5%)

- Organize project events, VIP visits, and manage public/social media engagement.

JOB REQUIREMENTS

- Minimum 15 years of experience in senior administrative or management roles within the construction industry.
- Strong understanding of civil, structural, or reclamation works.
- Familiarity with regulatory frameworks and licensing processes across SLA, MOM, PUB, EMA, SCDF, etc.
- Proficient in HRIS, Microsoft Office, and Google Workspace.

- Highly organized, detail-oriented, and capable of managing multiple priorities.
- Excellent communication skills with the ability to work independently and collaboratively.

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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会社説明