



PR/160060 | Assistant / 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

1574853

#### 業種

土木

#### 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

2026年06月02日 02:00

#### 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

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:

A leading and well-established construction and engineering contractor recognized for delivering large-scale building and infrastructure projects across Malaysia and the region.

##### Job Responsibilities:

Ensure projects are completed safely, on time, within budget, and in accordance with quality standards and customer/consultant expectations.

Prepare Construction Work Programme, Project Execution Plan, and Progress Reports, ensuring full execution in line with approved plans.

Lead coordination of builder's works, M&E works, and subcontractors to accomplish all site activities effectively.

Oversee the development and approval of Shop Drawings, ensuring proper implementation at site.

Provide technical expertise to site staff and jointly prepare work method statements and/or safe operating procedures with specialist subcontractors when required.

Lead project-related meetings, motivate project staff, maintain strong relationships with clients and consultants, and serve as Chairman of the Occupational Safety & Health Committee.

**Job Requirements:**

Degree or Diploma in Civil, Structural, Engineering, or Quantity Surveying.  
Minimum 5 years of working experience in building construction, preferably with a main contractor.  
Strong leadership skills with the ability to work independently with minimal supervision.  
Excellent verbal and written communication abilities.  
Strong command of English and computer literacy.  
Possesses own transport and willing to travel or relocate as required.

**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.

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会社説明