

PR/161218 | Project Planner - Capital Projects (Mining & Chemical Processing)

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
1616881

業種
その他（メーカー）

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11月10日 14:00

応募必要条件

職務経験
6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

About the Company
A leading rare earth materials producer is seeking a **Project Planner** / **Scheduler** to support the successful delivery of major capital projects within its Project Management Office (PMO). This role will be responsible for developing and maintaining project schedules, monitoring project progress and performance, supporting project controls activities, and coordinating with multidisciplinary stakeholders to ensure projects are delivered safely, on time, and within budget. The successful candidate will play a key role in providing schedule analysis, forecasting, reporting, and project governance support across various project phases.

ResponsibilitiesProject Planning & Scheduling

- Develop, maintain, and update integrated project schedules using Primavera P6, Microsoft Project, or other recognized planning software.
- Monitor project progress, milestones, productivity, and schedule performance against approved baselines.
- Identify schedule deviations, risks, critical path impacts, and recommend recovery plans where required.
- Prepare look-ahead schedules, resource forecasts, manpower plans, and project deliverables throughout the project

lifecycle.

- Support engineering, procurement, construction, and commissioning planning activities.

Project Controls & Reporting

- Support project managers with schedule forecasting, earned value analysis (EVM), and project performance reporting.
- Monitor project expenditure against approved budgets and investigate schedule and cost variances.
- Prepare weekly and monthly project controls reports, dashboards, and management presentations.
- Develop and maintain S-Curves, resource histograms, productivity reports, and forecasting metrics.
- Maintain project registers, including risk registers, action trackers, change management logs, and variation records.

Stakeholder Coordination & Governance

- Coordinate project progress updates across engineering, procurement, construction, contractors, and project stakeholders.
- Support project governance activities, stage gate reviews, and management reporting processes.
- Ensure project documentation is accurate, complete, and maintained in accordance with company standards.
- Assist in evaluating contract variations, claims, extensions of time (EOT), and project change requests.
- Support continuous improvement initiatives to enhance project planning, scheduling, and project controls processes.

Requirements

- Bachelor's Degree or Diploma in Engineering, Project Management, Construction Management, Quantity Surveying, or a related discipline.
- Minimum 5 years of experience in Project Planning, Project Controls, Scheduling, or Project Engineering roles.
- Experience within mining, resources, chemical processing, oil & gas, heavy industrial, EPC, or EPCM project environments is highly preferred.
- Proven experience developing and maintaining project schedules using Primavera P6 and/or Microsoft Project.
- Strong understanding of project controls principles, including planning, scheduling, forecasting, earned value management (EVM), critical path method (CPM), and risk analysis.
- Experience supporting engineering, procurement, construction, and commissioning activities across capital projects.
- Ability to prepare executive-level reports, project dashboards, and progress presentations.
- Proficiency in Microsoft Excel and project management systems.
- Experience with Navisworks, BIM, AutoCAD, or equivalent construction visualization tools will be an added advantage.
- Strong analytical, stakeholder management, and problem-solving skills.
- Excellent written and verbal communication skills in English.

#LI-JACMY
#countrymalaysia

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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Terms and Conditions Link: https://www.jac-recruitment.my/terms-of-use

会社説明