

TSM/HR/JD/2023/0103

Designation/Title:	Project Coordinator
Attn To:	
Reporting To:	PMO

JOB DESCRIPTION DUTIES/RESPONSIBILITIES

- Manage day to day project coordination work.
- Assist in project planning, organizing, costing control by the progress.
- Assist in the supervision of daily work process to meet project schedule, quality standard and technical specifications.
- Coordinate with suppliers and client.
- Maintain proper records of the assigned projects including inspections, drawings, etc.
- To ensure quality work and comply with the contract requirement, specifications, drawings and standards.
- Responsible for the supervision and verification of the repairs, services and maintenance work performed by supplies.
- To prepare and submit monthly report on inspection, repairs and maintenance conducted on the respective properties.
- To do Master list defect, summary defect for monitoring defect item.
- Coordinate and ensure schedule of the project meet the targeted deadlines.
- Responsible for maintaining a proper filing system for department's reference.

Requirements:	Diploma or Degree any field
Years of experience:	Minimum 3-5 years working experience
Knowledge/Skills:	Good report analysis , preparing report and goodcommunication skills

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