

# Tamaya Synergy Sdn Bhd (742183-D)

## Project Coordinator (Interior Design & Architectural)

### Salary Range

RM2,000 – RM2,800 Per Month

### Requirements

- Possess in Construction Management with Interior Design Fit-Out experience.
- Coordinate activities, resources, equipment and information
- Liaise with clients to identify and define project requirements, scope and objectives.
- Monitor and track project's progress and handle any issues that arise.
- Act as the point of contact and communicate project status adequately to all participants.
- Able to monitor working hours, budget, plans and money spend.
- Report and escalate to management as needed.
- Create and maintain comprehensive project documentation, plans and reports
- Excellent in Microsoft Office and Microsoft Project software.
- At least 1-3 years of working experience in the related field is required for this position
- Mature/ highly driven with the ability to manage a project including project cost control, quality assurance, etc.
- Capable of managing multiple projects in a fast paced environment and meet tight schedules.
- A self-starter, detail conscious, thorough and able to work independently.
- Good command of English & Malay. Understanding of Mandarin is an added advantage.
- Travel may be required, where necessary.
- Able to start immediately.

### Responsibilities

- To plan, manage and supervise interior fit out projects from beginning to completion.
- In charge of overall installation works at the project site.
- Able to produce projects progress reporting, proposed work method statement, construction schedule, presentation on work progress report and to attend meetings related to all company's projects.
- Work closely with other consultants, suppliers and subcontractor towards accomplishing targeting deadlines and milestone.
- Liaise internally with different department e.g Design, CAD, Admin etc in developing designs.
- Hands-on experience in pre and post contract functions, which include contracts review preparing tender and contracts documents negotiation with subcontracts and contracts administration.
- Responsible for coordination defect liability servicing.

**Benefit**

- EPF & SOCSO Contribution
- Min 10 days Annual Leave Entitlement
- Min 12 days Public Holidays
- Medical Leave/ Hospitalization Leave
- All employee are covered under the ongoing group insurance plan

**Work Location**

Petaling Jaya, Selangor, 47301, Malaysia

**Contact**

Email : [admin@tamaya.com.my](mailto:admin@tamaya.com.my)

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