



## **SITE PROJECT COORDINATOR**

**Location: Negeri Sembilan**

**Nationality: Local**

**Type: Contract**

**Post: 1**

### **Responsibilities:**

Job functions and work assignments shall generally include all contractual and commercial matters in relation to the Power Plant works and which more particularly includes but is not limited to the following:

- Coordination with Customer and Consortium Members
- Under the instruction from Company and for the benefit of the Company:
- Coordinate the overall project as and when instructed by the Company.
- Attend Meetings on behalf of the Company if required.
- Communication between Company & Customer (direct contact for confirmation, clarification & explanation).
- Establish the relationships between Customers and do daily communication to search for their requirements.
- Coordinate the meeting with the Customers and Consortium members based on the requirement from Company.
- Report discussion results (write Minutes of Meeting) at Meeting to Company.
- Reviewing & Re-writing of letters and e-mails for clear understanding if requested.

### **Authority Approval**

Under the instruction from Company and for the benefit of the Company:

- Communication between Customers, Local Authorities, Consultants (for DOSH, BOMBA, JBA, DOE, etc.) and Company.
- Monitoring for Progress of Application.
- Attend Meetings between Local Authorities /Company /Consultants/Customers (if applicable).
- Attend the test & inspection witnessed by Local Authorities.
- Support for Company such as confirmation of requirements by Local Regulation.



## Others

- Supporting to the Company for Commercial & General Affairs such as Tax Exemption List, Insurance, Transportation, Custom Clearance, etc.
- Overview the project team such as but not limited to Procurement Coordinator, Scheduler, and Document Controller with Project Director.