



## **Chasen Logistics Services Limited**

Chasen, one of the leading logistics service provider, specializing in equipment relocation is inviting suitably qualified candidates to join its growing team.

### **Project Coordinator**

West - Jurong

#### **Responsibilities:**

- The role involves leading and supervising a project team to establish and execute project milestones, ensuring that operational activities—particularly those involving lifting, moving, and positioning—are carried out efficiently and according to schedule. The individual will be responsible for implementing work plans, producing progress reports, and attending project meetings to align with overall objectives.
- In this capacity, the role requires close monitoring of site operations to ensure compliance with statutory, regulatory, and company ISO requirements. The individual will coordinate and sequence work across various customers, manage external communications with stakeholders such as clients, main contractors, consultants, and vendors, and respond promptly to work delays or unforeseen issues. Risk identification and contingency planning form a key part of the responsibilities to safeguard project timelines and deliverables.
- Additionally, the role entails the preparation of essential documentation including method statements, risk assessments, safe work procedures, and lifting plans in collaboration with the project teams. The candidate must ensure all procedures are clearly documented for third-party verification and adhere to the highest safety and quality standards throughout the project lifecycle.
- Support management team's vision and ideals.
- Other ad-hoc duties when assigned.

#### **Requirements:**

- Candidate must possess at least a Nitec, Diploma in Mechanical or Civil Engineering.
- Good team player and able to work independently.
- Knowledge in Auto Cad is a must.
- Proficient in Microsoft Office applications.
- Good communication and problem-solving skills.
- Certified Building Construction Supervisors safety course.
- Certified BizSafe Level 2 - Risk Management is preferable.
- Willing to perform overtime when required.
- Immediate availability will be an advantage.

If you're interested in becoming part of Chasen, please email your detailed resume stating your qualifications, experience, expected remuneration and contact number(s), with a recent photograph to:

The HR Department  
**Chasen Logistics Services Limited**  
18, Jalan Besut, (Off Jalan Terusan)  
Singapore 619571  
Email: [hr.recruit@chasen-logistics.com](mailto:hr.recruit@chasen-logistics.com)

*\*All applications will be in strict confidence, we regret that only shortlisted candidates will be notified*