

## CHASEN LOGISTICS SERVICES LIMITED

Job Title: PROJECT COORDINATOR

Location: Jurong area, Singapore.

No. of Vacancies: 2

### **Responsibilities & Duties:**

- Supervise and lead the team to lay down project milestone.
- Manage activities such as lifting, moving & positioning work and ensuring timely and smooth progress of the operations.
- Responsible for implementing the work plan and attending project meetings.
- Producing site progress report to management.
- Monitor and ensure work team comply with specified requirements.
- Identify and comply with all applicable statutory / regulatory requirements related to project.
- Coordination and sequencing of works of different customers.
- Identify possible risks to project and stakeholders as well as create contingency plans to mitigate these risks.
- Respond swiftly to work delays, emergencies and other problems.
- Clear communication to external parties including client, main-contractors, consultant, vendor etc. on project needs, requirements and schedule by means of daily activity.
- Ensure project activities complied with the Company's ISO system.
- Documenting procedures for third-party monitoring.
- Prepare method statement, risk assessment, safe work procedure, lifting plan and other relevant documents for heavy lifting and moving related works with project teams.
- Supporting the GM or executive team's vision and process ideals.
- Other ad-hoc duties when assigned.

**Requirements:**

- ❖ Candidate must possess at least a Secondary School/"O" Level, Higher secondary or above.
- ❖ At least 2 year(s) of working experience in the related field is required for this position.
- ❖ Good team player and able to work independently.
- ❖ Knowledge in Auto Cad is an advantage.
- ❖ 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.

If you are keen to the above position, please email a detailed resume, together with a recent passport-size photograph with current and expected salary to [Siowchian@chasen-logistics.com](mailto:Siowchian@chasen-logistics.com).

(All applications will be in strict confidence. We regret that only short-listed candidates will be notified.)