

CHASEN LOGISTIC SERVICES LIMITED

PROJECT COORDINATOR

Location: Jurong area, Singapore

No. of Vacancies: 1

Duties and Responsibilities:

- Update of Site Induction Course (SIC) for all workers and Professional Engineering (PE) Certificates into computer system.
- Review project deliverables and manpower deployment plan with Operations to ensure that all project deliverables will meet contractual agreement.
- Review procurement plans with Procurement to ensure that all outsourced supports are within budgeted cost, to meet project deliverables.
- Monitor and update cost against budget for projects.
- Work closely on customer's requirements and with Operations Supervisors on detailed work instructions, to ensure customer's requirements are reasonably met before and during work execution.
- Provide feasible solution and coordinate closely on customer's project, contractors/ vendors and customers on project requirements, including preparing and submitting method statement and risk assessment for the projects.
- Manage issues by providing solutions at all project site(s) independently.
- Continue and strengthen existing customer relationships, maintaining good rapport with customers.
- Prepare and submit daily and weekly project analysis/ reports to Project Managers.

Requirements and Qualifications:

- Must have Auto Cad knowledge.
- Candidate should possess at least a GCE 'N' Level/ ITE Qualification.
- At least 0-2 years' experience of working
- Class 3 driving licence/ forklift licence preferred.
- Proficient in Microsoft office.
- Able to work independently and as a team in a fast pace environment.
- Customer service orientated.

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 jenny.chong@chasen-logistics.com. (All applications will be in strict confidence. We regret that only short-listed candidates will be notified).