



Project Coordinator

Responsibilities

- Prepare, schedule, coordinate and monitor the assigned projects.
- Monitor project schedule and deliverables and report regularly on project status.
- Cooperate and communicate effectively with the project team and other departments to achieve delivery goals.
- Provide support to project team on documentation, project flow processes and other ad-hoc duties.

Requirements

- NITEC/Higher NITEC/Diploma in Electrical Engineering
- Good MS Office skills
- Able to multi-task
- Willingness to learn new knowledge
- Able to work independently and as a team
- Fresh graduates are welcome to apply