



Job Vacancy

We are looking for a hard-working and enthusiastic person to join our company for the following post.

Project Coordinator (Local)

No. of vacancies: 1

Qualification

- Must have completed A'level
- Diploma in Project Management or related field would be an added advantage
- Previous experience in a related field would be an added advantage

Main Responsibilities

- Assist in the preparation, implementation, and monitoring of departmental plans and strategies.
- Conduct research, collect data, and analyse information to support planning and decision-making processes.
- Prepare reports, presentations, summaries, and statistical data for management review.
- Coordinate meetings, workshops, and planning sessions, including preparing agendas and minutes.
- Monitor project timelines and follow up on action items to ensure timely completion.
- Maintain accurate records, databases, and documentation related to planning and research activities.
- Liaise with internal departments and external stakeholders to gather required information and ensure smooth coordination.
- Support the development of policies, procedures, and operational plans.
- Track departmental KPIs and assist in performance monitoring and evaluation.
- Ensure confidentiality and proper handling of sensitive information.

Salary and Benefits

- Negotiable based on qualifications and experience
- Variable allowance based on level of effort
- Health Insurance
- Staff Development Trainings

Interested Candidates, please send in your CV, Educational Certificates and Experience Letters before **22nd October 2026**

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