



PR/109104 | Engineer- Officer

Job Information

Recruiter

[JAC Recruitment India](#)

Job ID

1536170

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

April 30th, 2025 15:49

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Title: Engineer Officer **Location:** Malur, Karnataka

Primary Duties and Responsibilities:

- Act as a liaison between the engineering team and other departments to ensure smooth communication and project progress.
- Assist the Engineering Manager in organizing, planning, and implementing engineering projects and tasks.
- Participate in daily meetings, provide work progress reports, and ensure project timelines are met.
- Interpret and understand technical drawings, providing insights and suggestions for improvements.
- Maintain and build strong relationships with all team members and departments.
- Exhibit excellent time management skills and demonstrate initiative in project management.
- Create and implement improvement tools and methodologies to enhance productivity.
- Conduct dimensional measurements using tools such as calipers and tapes.
- Utilize various software tools, including MS Office (Excel, Word, PowerPoint), for reporting and project management.
- Perform internet searches to identify required parts and quantities, ensuring timely procurement.
- Understand and implement waste reduction (3M) and 5S methodologies in daily operations.
- Train team members on new processes and equipment operations.
- Act as a Kaizen Expert, focusing on continual improvement and innovation in the workplace.

Skills and Specifications:

- Strong analytical and problem-solving skills.
- Excellent time management and organizational skills.
- Ability to delegate tasks effectively and manage team workloads.
- Proficiency in Microsoft Office tools (Excel, Word, PowerPoint).
- Strong verbal and written communication skills, with fluency in English.

Key Skills, Knowledge, and Competencies: Administrative Skills:

- Develop and manage project plans, structures, and team development.
- Ensure efficient execution of tasks and projects.

Communication Skills:

- Effectively communicate with team members and stakeholders.
- Deliver presentations and prepare comprehensive written reports.

Interpersonal Skills:

- Promote teamwork and build strong relationships within the team.
- Support team workload and value diversity in the workplace.
- Conduct training sessions and seminars to enhance team skills.

Leadership Skills:

- Provide clear direction and lead the team courageously.
- Influence and motivate team members to achieve project goals.
- Make timely decisions and negotiate effectively.

Motivation Skills:

- Drive for results and maintain a learning attitude.
- Show strong work commitment and dedication.

Organizational Knowledge:

- Understand the business and have a good sense of profit and loss (P&L).
- Meet budget goals and handle challenging tasks effectively.

Self-Management Skills:

- Act with integrity and demonstrate adaptability.
- Manage oneself effectively in a dynamic work environment.

Thinking Skills:

- Think strategically and analyze issues thoroughly.
- Use sound judgment, innovate, and effectively plan for future projects.

Company Description