



PR/109995 | Associate Manager- Tender

Job Information

Recruiter[JAC Recruitment India](#)**Job ID**

1572889

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

January 20th, 2026 10:26

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Role Overview

The role is responsible for end-to-end planning, execution, and management of greenfield factory construction projects. This includes ensuring timely delivery, cost efficiency, quality compliance, and adherence to safety standards. The position requires close coordination with government bodies, contractors, and internal teams, along with efficient resource management and post-construction aftercare.

Key Responsibilities

1. Project Planning & Execution

- Develop, monitor, and manage comprehensive construction schedules involving government approvals, contractors, and internal stakeholders.
- Support the selection and onboarding of consulting and engineering firms.
- Conduct site investigations including boring surveys; determine floor load requirements and structural specifications.

- Assist in the preparation and submission of project, environmental, and construction applications.
- Review and confirm basic design drawings, approve Value Engineering (VE) proposals, and finalize technical specifications.
- Manage the quotation process, evaluate bids, and lead cost and price negotiations.

2. Construction Management

- Oversee pre-construction activities and ensure readiness for project kick-off.
- Establish and validate safety inspection methods and ensure strict compliance at site.
- Monitor daily construction progress, troubleshoot on-site issues, and coordinate with stakeholders for resolution.
- Inspect foundations, concrete quality, and steel structures for compliance with standards.
- Verify installation and testing of plumbing, electrical power supply, and leakage tests.
- Conduct final inspections to confirm completion of construction as per specifications.

3. Quality Control & Safety

- Enforce strict adherence to construction quality standards and technical specifications.
- Perform routine site inspections, audits, and quality assessments.
- Implement HSE (Health, Safety & Environment) protocols and provide necessary training to site personnel.
- Prepare and maintain safety reports, incident logs, and corrective action plans.

4. Resource & Cost Management

- Plan and coordinate procurement of civil materials to ensure timely availability.
- Optimize utilization of manpower, machinery, and equipment.
- Track and control project expenditures; identify and recommend cost-saving opportunities.
- Maintain accurate records of material usage, consumption, and productivity.

5. Documentation & Reporting

- Maintain Daily Progress Reports (DPRs), quality checklists, and site logs.
- Prepare detailed weekly and monthly progress reports for management review.
- Document technical clarifications, site instructions, deviations, and change requests.
- Ensure complete and systematic archival of all project documentation.

6. Aftercare

- Manage post-construction building aftercare and warranty contracts.
- Define maintenance management processes and identify responsible departments.

Experience

- Minimum 8 years of experience in civil construction project management.

Skills & Competencies

- Demonstrated experience in managing greenfield industrial or infrastructure projects.
- Strong leadership, communication, and stakeholder management abilities.
- Proficient knowledge of construction methodologies, materials, and industry standards.

Strong understanding of HSE regulations, statutory requirements, and environmental compliance frameworks.

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Company Description