



PR/110243 | Assistant Manager: Mechanical (MEP)

Job Information

Recruiter

JAC Recruitment India

Job ID

1586582

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

June 23rd, 2026 07:00

General Requirements

Minimum Experience Level

Over 10 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

Company Overview: Opening with one of the leading Japanese MNC into engineering and construction industry.

Job Overview: Looking for MEP engineers havng strong experience working at construction sites for industrial projects.

Job Responsibilities:

- Review and analyze MEP shop drawings, specifications, and material submittals for accuracy and alignment with project scope.
- Coordinate between MEP and Civil drawings to resolve clashes and avoid site execution issues.
- Attend and participate in meetings with consultants, architects, vendors, and contractors for MEP discussions.
- Ensure that civil obstructions are cleared in advance of MEP installations.
- Facilitate smooth communication between design and execution teams to ensure constructability.
- Supervise and coordinate the installation of HVAC, Plumbing, Fire Fighting, and Electrical Systems on-site.

- Monitor day-to-day progress of MEP activities and ensure work is carried out per project schedule, specifications, and standards.
- Conduct site inspections, review installation work, and ensure compliance with project requirements.
- Verify and track Installation Reports (IRs) submitted by vendors and contractors.
- Prepare and submit Work Inspection Reports (WIRs) for review and approval.
- Coordinate with cross-functional teams on-site and ensure timely completion of MEP activities.
- Prepare and present weekly and monthly progress reports to the Project Manager and Construction Manager.
- Attend weekly/monthly meetings with vendors, consultants, and project management consultants (PMC).
- Liaise with architects, consultants, and PMC teams to ensure design intent is fulfilled during execution.
- Estimate MEP material requirements based on approved drawings and work schedules.
- Coordinate material delivery schedules to avoid delays in execution.
- Assist in preparation, verification, and certification of contractor/vendor bills.
- Ensure proper documentation and record-keeping related to quantities, materials, and work done.

Job Requirements:

- Must be a mechanical engineering graduate having experience at construction site.
- Must have 9 - 12 years of experience working for industrial projects.
- Must be experienced managing a team of people apart from stakeholder management.

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Company Description