



## 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**

May 26th, 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.

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description