

PR/110950 | Deptuy AM / AM-Project Coordinator

募集職種

人材紹介会社
ジェイ エイ シー リクルートメント インド

求人ID
1623411

業種
その他（メーカー）

雇用形態
正社員

勤務地
インド

給与
経験考慮の上、応相談

更新日
2026年11月17日 10:30

応募必要条件

職務経験
6年以上

キャリアレベル
中途経験者レベル

英語レベル
流暢レベル

日本語レベル
無し

最終学歴
短大卒： 準学士号

現在のビザ
日本での就労許可は必要ありません

募集要項

Designation- Deputy Assistant Manager / Assistant Manager – Project Coordination / Project Control

Purpose of the Role

- Track and coordinate customer projects from enquiry / order stage to design, procurement, manufacturing, inspection, FAT, dispatch, and project closure.
- The Japanese note in the previous draft has been reflected as a focus on industrial machinery project management, especially project-based custom-made machinery.
- This role is suitable for a high-potential candidate who can grow into a stronger project control role over the next 2 to 3 years.
- Key Responsibilities
- Maintain project-wise tracking sheets.

- Track project status from enquiry, quotation, PO, design, BOM, procurement, manufacturing, inspection, FAT, dispatch, and closure.
- Prepare MOM, action lists, pending issue lists, and project trackers.
- Follow up with Sales, Design, Purchase, Production, Quality, Accounts, and vendors.
- Track customer requirements, technical clarifications, drawing approvals, and pending points.
- Highlight project delays and risks early.
- Support FAT readiness, dispatch readiness, and documentation preparation.
- Prepare weekly project status reports for management.
- Maintain proper project records and file organization.
- Escalate unresolved issues to management in a timely manner.

Required Skills

- Strong Excel / Google Sheets skills.
- Good written and spoken English.
- Ability to prepare MOM and action trackers.
- Good follow-up and coordination ability.
- Basic understanding of drawings, BOM, purchase, manufacturing, inspection, FAT, and dispatch.
- Strong documentation habit and ability to work across departments.

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会社説明