WORK VAPOR

Job Link: https://workvapor.in/jobs/assistant-manager-projects-job-in-andheri-mumbai-maharashtra/

ASSISTANT MANAGER – PROJECTS

HIRING ORGANIZATION

VIJAY SYSTEMS ENGINEERS PVT LTD

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Andheri, NA, Mumbai, Maharashtra, India

BASE SALARY

INR 50,000 - INR 55,000

DESCRIPTION

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+91 7045366977

Project Support: Assist the Project Manager in planning, executing, and finalizing projects according to deadlines and within budget.

· **Coordination:** Facilitate communication among project stakeholders, including team members, clients, and vendors.

· **Documentation:** Maintain comprehensive project documentation, including project plans, status reports, and meeting minutes.

· **Monitoring & Reporting:** Track project progress and performance metrics, preparing regular status updates for management.

· **Risk Management:** Identify potential project risks and issues, proposing mitigation strategies.

· **Budget Management:** Assist in budget tracking and financial reporting, ensuring adherence to project budgets.

· **Quality Assurance:** Ensure project deliverables meet quality standards and align with project objectives.

· **Team Collaboration:** Support team members in task assignments and resource allocation.

· **Process Improvement:** Contribute to the continuous improvement of project

management processes and methodologies.

Job Type: Permanent

Pay: ?50,000.00 – ?55,000.00 per month

Benefits:

- Provident Fund

Schedule:

- Day shift

Supplemental Pay:

- Yearly bonus

Experience:

- total work: 1 year (Preferred)

Work Location: In person

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