

# WORK VAPOR

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

## HIRING ORGANIZATION

VIJAY SYSTEMS ENGINEERS PVT LTD

## EMPLOYMENT TYPE

Full-time

## BASE SALARY

INR 50,000 - INR 55,000

## VALID THROUGH

2026-07-18

# ASSISTANT MANAGER – PROJECTS

## JOB LOCATION

Andheri, NA, Mumbai, Maharashtra, India

## DESCRIPTION

### Speak with the employer

+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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