

WORK VAPOR

Job Link: <https://workvapor.in/jobs/assistant-manager/>

ASSISTANT MANAGER

BASE SALARY

INR 20000 - INR 35000

DESCRIPTION

Job Title: Assistant Manager (Coordination & Collaboration)
Coordinate between departments and ensure smooth execution of daily operations and tasks.

Organization: Pradhan Industries
Location: Bhubaneswar
Employment Type: Full-time
Salary: ₹20,000 – ₹35,000 per month
Experience: 5+ Years Preferred
Contact: info@pradhanindustries.com | +91 7338405666

About the Company

Pradhan Industries is a leading natural graphite mining and processing company in Odisha. The company focuses on efficient operations, structured systems, and long-term industrial growth.

Job Overview

This is a senior coordination role where you will act as a link between the corporate office and operational units. You will ensure smooth communication, proper reporting, and timely completion of tasks across departments.

Key Responsibilities & Role Details

- Coordinate between departments and ensure all tasks are completed on time
- Track daily communication, emails, and pending work
- Ensure implementation of company policies and SOPs
- Collect and verify MIS reports from all units
- Monitor production, dispatch, and operational data

HIRING ORGANIZATION

Pradhan Industries

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Bhubaneswar, India

DATE POSTED

? March 24, 2026

- Support planning and execution of dispatch activities
- Visit plant sites regularly (7–10 days/month)
- Submit reports on site performance and compliance
- Ensure discipline, accountability, and task closure

Eligibility & Skills Required

- Graduate/Postgraduate (MBA preferred)
- 5+ years experience in coordination/operations roles
- Strong communication and follow-up skills
- Ability to manage reports and data
- Willingness to travel to plant/mining sites
- Professional and disciplined work approach

Perks & Benefits

- Stable managerial-level position
- Opportunity to work in industrial operations
- Growth in coordination and management roles
- Exposure to plant and corporate operations

How to Apply

Send your updated resume via email or WhatsApp.

You can send your resume to the given email/phone/WhatsApp.

Email: info@pradhanindustries.com

Phone/WhatsApp: +91 7338405666