

WORK VAPOR

Job Link: <https://workvapor.in/jobs/mis-and-assistant-coordinator-executive-368603/>

HIRING ORGANIZATION

Pradhan Industries

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Orissa, India

? Remote work from: India

DATE POSTED

? June 29, 2026

MIS AND ASSISTANT COORDINATOR EXECUTIVE

BASE SALARY

INR 5000 - INR 10000

DESCRIPTION

Assistant Coordinator

Company Name: Pradhan Industries

Location: Bhubaneswar, Orissa

Salary: ₹5,000 – ₹10,000 per month

Job Type: Full-time

Pradhan Industries is hiring an Assistant Coordinator for its Bhubaneswar location. The company works in natural graphite mining and beneficiation. This role needs strong follow-up and daily coordination. It is a hybrid position.

Contact Details

Email: info@pradhanindustries.com

WhatsApp: +91 7338405666

This is a responsible support role. You will connect the corporate office with different units. You will track tasks and help close pending work. You will also support reporting and site coordination.

The company expects discipline and clear communication. The work involves structured reporting. It also involves handling sensitive internal information. Confidentiality is very important in this role.

Key Responsibilities

- Coordinate between office and operational units
- Acknowledge and close official communications
- Track pending and completed actions
- Follow up daily until work is closed
- Implement office instructions and SOPs
- Coordinate with plant heads and branch heads
- Collect and verify daily MIS reports
- Review production and dispatch data
- Monitor maintenance and attendance records
- Support dispatch planning and execution
- Visit units for monthly site checks
- Submit detailed site visit reports
- Track approvals and pending tasks
- Maintain discipline in execution

The selected candidate will work closely with management. The role needs proper reporting habits. It also needs regular travel to plant or mining sites. Strong ownership is important.

Required Skills

- Good communication skills
- Strong follow-up ability
- Reporting discipline
- Basic MIS handling
- Coordination skills
- Attention to detail
- Time management
- Ability to work in a structured environment
- Confidentiality and professionalism

Eligibility Criteria

- Graduate or postgraduate preferred
- MBA is preferred
- 5 years or more experience preferred
- Experience in coordination or operations support preferred
- Willingness to travel regularly
- Ability to handle compliance based work

Work Details

- Work Mode: Hybrid
- Location: Bhubaneswar, Orissa
- Employment Type: Full-time
- Industry: Mining and Beneficiation

This is a good opportunity for someone who enjoys coordination work. The role suits a person who is active and organized. It also suits someone who can manage follow-ups and reporting with care.

How to Apply

Send your updated CV to info@pradhanindustries.com.

WhatsApp: +91 7338405666

RESPONSIBILITIES

- Coordinate between office and operational units
- Acknowledge and close official communications
- Track pending and completed actions
- Follow up daily until work is closed
- Implement office instructions and SOPs
- Coordinate with plant heads and branch heads
- Collect and verify daily MIS reports
- Review production and dispatch data
- Monitor maintenance and attendance records
- Support dispatch planning and execution
- Visit units for monthly site checks
- Submit detailed site visit reports
- Track approvals and pending tasks
- Maintain discipline in execution

The selected candidate will work closely with management. The role needs proper reporting habits. It also needs regular travel to plant or mining sites. Strong ownership is important.

SKILLS

- Good communication skills
- Strong follow-up ability
- Reporting discipline
- Basic MIS handling
- Coordination skills
- Attention to detail
- Time management
- Ability to work in a structured environment
- Confidentiality and professionalism

QUALIFICATIONS

- Graduate or postgraduate preferred
- MBA is preferred
- 5 years or more experience preferred
- Experience in coordination or operations support preferred

- Willingness to travel regularly
- Ability to handle compliance based work