

WORK VAPOR

Job Link: <https://workvapor.in/jobs/process-coordinator-site-coordination-and-tracking/>

HIRING ORGANIZATION

Pinnacle Enterprises

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

New Delhi, India

PROCESS COORDINATOR – SITE COORDINATION AND TRACKING

BASE SALARY

INR 15000 - INR 23000

DESCRIPTION

Pinnacle Enterprises

Location: New Delhi (Ghitorni)

Work Mode: Work From Office

Salary: ₹15,000 – ₹23,000 per month (up to ₹25,000 based on interview)

WhatsApp: 9354220033

This role is for Process Coordinator. Work is related to handling coordination between site team and office team. Person will track site progress and manage communication between different departments.

Role Overview

This job is not physical site work. It is only coordination and monitoring type role. Person will manage updates, reports, and follow-ups from office side.

Candidate will act as a link between supervisors, CRM, and office team.

Main Responsibilities

- Handle assigned sites and track their progress
- Coordinate between supervisors, CRM, and office team
- Take daily updates like photos and reports
- Follow up for materials, manpower, and timelines
- Check work progress and avoid delays
- Report issues to management

- Maintain basic site records and tracking sheets

Skills Required

Candidate should have good communication and follow-up ability. Work needs basic computer knowledge also.

- Strong communication skill
- Ability to manage multiple sites
- Organized and responsible behavior
- Basic knowledge of WhatsApp and Google Sheets
- Reporting and tracking ability

Important Work Note

This role does not include physical site work or labor work. Only coordination, reporting, and monitoring work is included.

How to Apply

Interested candidates can send resume or contact directly on WhatsApp.

WhatsApp: 9354220033