

# 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.

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