



PR/109110 | Assistant Project Manager- Bangalore

Job Information

Recruiter

JAC Recruitment India

Job ID

1523222

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

February 25th, 2025 10:22

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Title: Assistant Project Manager {Bangalore}

Job Qualification:

- Microsoft office (Excel · Word · Outlook · PowerPoint)
- Project team management or support (scheduling, member management, reporting)

Job Responsibilities:

- **Indian Member Management-** Manage and supervise Indian members (engineers and operators) of the PFA project team.
- **Schedule management-** Gather up-to-date information on equipment delivery schedule, prototype schedule, and production schedule.
- Prepare a draft of the number of Indian members to be supported and their assignment, etc., and discuss with the Japanese staff in charge on the PFA side and follow up on the actions taken. Follow up on the actions.
- Servicing, maintenance of breakdown etc.
- **Respond to client request:** Make the requirements from the client known to the PFA project members and follow up on the actions taken by the PFA side.
- **Attendance at vendor meetings:** Attend vendor meetings held at the client's factory as the person in charge on the PFA side.

- In case of equipment failure, prepare a failure analysis report in cooperation with Japanese engineers and report it to the client.
 - **Communication:** Exchange information with the client (in person, via e-mail, etc.)
 - Share information with PFA head office members. (Daily Report via e-mail, Monthly Meeting via web conference, etc.)
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Company Description