



## 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**

March 25th, 2025 17:00

### 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