



## PR/109110 | Assistant Project Manager- Bangalore

### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメントインド

#### 求人ID

1523222

#### 業種

その他（メーカー）

#### 雇用形態

正社員

#### 勤務地

インド

#### 給与

経験考慮の上、応相談

#### 更新日

2025年03月25日 17:00

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

**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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会社説明