

JOB DESCRIPTION
JOB DETAILS

Job Title	Project Coordinator		
Function	Project Management	Location	Jewar
Direct Reports:	Project Lead	Matrix Reports:	NA

Vision India is a Business Conglomerate having three evolved business verticals - Staffing, Skilling & Advisory Services. With a 32000 associate base and 105+ Indian, MNC and Government of India/ State(s) entities proudly listed in our clientele, we offer an assurance of our proven credentials & differentiated service propositions across all the lines of our business to the clients across the country, APAC, Europe & Americas.

It has recording consistent growth in the topline over the last years & stands proudly at INR 200 Crores for the year 2022-23, registering a 21% CAGR. It is poised for a much sharper top line growth in the forthcoming years riding on the projects commissioned in the last year besides the strong fundamentals on Staffing, Skilling & Advisory businesses.

I. JOB PURPOSE

The Project Coordinator works with internal and external contacts to organize the various components needed to initiate. Duties include coordinating schedules and activities, field, or project verification, placing orders for supplies and services as needed, and tracking progress on requests. The position will support project managers and staff needs as they relate to successful completion of projects. Requires excellent communication skills.

II. KEY RESPONSIBILITIES

- Handling entire tendering process for the appointment of Architect, Consultants, and contractors on project.
- Preparation of design plan & brief with Client and Architect.
- Preparation of Project Planning & Budget sheet, tracking it weekly and updating the same for Client.
- Preparation of Weekly report, Monthly report as per SOP.
- Day to day communication and follow-up with Architect, Consultant and Vendors for design and execution related concern.
- Preparing the risk assessment using heat map and risk mitigation plan each month.
- Conducting design and progress review meeting, preparing minutes of meeting.
- Identifying the scope of Value addition during design and execution phase of project.
- Performing Document Management for the project

III. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE

Minimum Qualifications	<ul style="list-style-type: none"> • Bachelors in civil engineering or bachelor's in architecture • Experience 3+ Years
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