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- 1.0 Purpose : To manage and coordinate the project work and verify work affecting quality of services.
- 2.0 Objective : To ensure consistent and smooth operation of project works.
- 3.0 Scope : All service activities in given project
- 4.0 Responsibility : Project Coordinator
- 5.0 Review : Every Quarter

Responsibilities:


- 2-3 years worked on Telecom equipment Ericsson/ Nokia.
- Coordination of Manpower in the project 5-10 Teams.
- Maintain documents & management of material.
- Co-ordinate with Customer for execution of project work.
- Check the site readiness for RFI and prepare Material Requisition Note (MRN) if required by the customer & coordinate material movement to sites.
- Allocate sites to Teams, provide site plan and coordinate their movement.
- Coordinate issues on shortage/damage materials with customers.
- Monitor progress of sites and update Customer PM on daily basis.
- Coordinate move of Commissioning Engineers to sites and monitor progress.
- Ensure smooth functioning of work and daily progress feedback to TNS Project INC.
- Ensure preparation and completion of site documents by Commissioning Engineers and Team Leaders.
- Ensure check list of each site is filled and sent to him by Team Leaders.
- Prepare Project Summary and submit to customer and Head-TNS.
- Plan and coordinate with customer for Acceptance Test of site.
- Monitor and control corrective action taken for non-conformance (punch point) at site.
- Ensure timely completion of project as per the laid down standards.
- To acquire data is pertaining to skills & capabilities of other competitors working on the similar project.
- Knowledge on Quality procedure.
- Timely Acceptance Test and WCC of site
- Knowledge of project analysis (profit/loss)

Designation: - Project Coordinator

Approx Salary :- Negotiable

Years of Experience: - 2 to 4 years

Qualification: - B.Tech – Electronics and Telecom.

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Location: - PAN India

Interview Location : H-34, Sector 63, Noida