

# **Assistant Project Manager – Operation Consultant**

**Company:** Stratefix Professional Pvt. Ltd.

**Location:** Office No. 1002, Rajhans Montessa, Surat Dumas Road,  
Besides Le Meridien Hotel, Near Airport, Magdalla, Surat, Gujarat – 395007

**Experience:** 10–12 Years

**Reports To:** Project Manager – Operations / Principal Operations Consultant

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## **About the Role**

- Lead and manage end-to-end **operations consulting projects** across client organizations
- Act as a key link between the **Project Manager, operations consulting team, and client leadership**
- Drive operational excellence initiatives through structured planning and execution
- Ensure timely project delivery with measurable operational and business outcomes

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## **Key Responsibilities**

- Plan, execute, monitor, and close operations consulting projects
- Identify client requirements and design optimal operational and process improvement solutions
- Analyze gaps in production, manufacturing, and operational processes and implement sustainable solutions
- Develop, track, and share monthly project plans, milestones, and review dashboards with clients
- Coordinate with top management and shop-floor teams to ensure effective project execution
- Implement operational methodologies such as **5S, Lean, Six Sigma, and Continuous Improvement frameworks**
- Create, review, and implement SOPs, process flows, skills matrices, and operational documentation

- Define reporting structures, design report formats, and ensure implementation on the shop floor
- Evaluate software requirements including **ERP, SAP, and CRM systems**, and support implementation
- Monitor project risks, dependencies, and performance metrics and take corrective actions
- Guide, mentor, and review the work of Senior Operations Consultants and junior team members
- Support the Project Manager in client communication, stakeholder management, and decision-making
- Travel to client locations as per project requirements

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### **Qualifications & Experience**

- Diploma / BE / B.Tech / MBA / Any Bachelor's Degree
- **10-12 years** of experience in Production, Manufacturing, Operations, Process Improvement, or Consulting
- Strong hands-on knowledge of operations systems, process design, and execution
- Proven experience in managing complex or multi-site operational projects

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### **Skills & Competencies**

- Strong analytical and structured problem-solving skills
- Project management and execution expertise
- Leadership, mentoring, and team management skills
- Stakeholder management and client communication
- Process improvement and operational excellence mindset
- Proficiency in **MS Office (Excel, PowerPoint, Word)**
- Ability to manage multiple projects independently

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## Why Join Stratefix

- Opportunity to lead large-scale **operational transformation projects**
- Direct exposure to senior client leadership and strategic initiatives
- Career progression toward **Project Manager – Operations / Principal Consultant roles**
- Collaborative, execution-focused consulting environment

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## How to Apply

 Email: [career@stratefix.com](mailto:career@stratefix.com)

 Mobile: **7435886720**