

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

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

 Mobile: **7435886720**