

Job Title: Project Excellence Executive

Experience Required: 6 months to 1 year

Location: Surat

Job Summary:

We are looking for a motivated and detail-oriented **Project Excellence Executive** to support operational excellence initiatives, ensure process efficiency, and assist in project management activities. The ideal candidate should have a strong understanding of business operations, process flow, and follow-up management.

Key Responsibilities:

- Support and monitor ongoing **project management** activities.
 - Assist in identifying and implementing **process improvements** for operational excellence.
 - Maintain project documentation, reports, and trackers.
 - Coordinate with internal teams to ensure **timely execution and follow-ups**.
 - Analyze data and share insights to enhance process performance.
 - Ensure adherence to company standards and process guidelines.
 - Support senior management in project reviews and reporting.
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Required Skills & Competencies:

- Basic understanding of **operations and process management**.
- Good knowledge of **project coordination and follow-up**.
- Strong communication and interpersonal skills.
- Proficiency in MS Office (especially Excel and PowerPoint).
- Detail-oriented with strong organizational skills.
- Ability to multitask and meet deadlines.
- Willing to travel with the management

Qualifications:

- Bachelor's degree in Business Administration, Management, Operations, or a related field.
- 6 months to 1 year of relevant experience in project coordination or operations support.