

**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.

---

**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.