# JOB DESCRIPTION

## PROJECT COORDINATOR

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| **Company** | Energy7 | **Department** | Project / Operations |
| **Employment Type** | Full-Time \| Permanent | **Job Type** | Desktop / Office-Based |
| **Work Mode** | On-Site \| Desktop Coordination | **Working Days** | 6 Days a Week |
| **Location** | Sector 90, Noida, Uttar Pradesh – 201305 | | |

## ABOUT ENERGY7

**Energy7** is a technology-driven organization working in the areas of **Industrial IoT, Artificial Intelligence, Machine Learning, Remote Diagnostics, and Predictive Maintenance**, with a strong focus on railway infrastructure.

Our solutions enable **real-time monitoring, intelligent data analysis, and predictive insights** to improve reliability, safety, and operational efficiency across critical railway systems.

## ABOUT THE ROLE

Energy7 is looking for a **Project Coordinator** to support the Project Manager in the planning, coordination, monitoring, and execution of project activities.

The candidate will coordinate with technical, field, and operational teams, track project progress, manage follow-ups, maintain project documentation, and ensure that activities are communicated and completed within defined timelines.

## KEY RESPONSIBILITIES

- Support the Project Manager in planning, scheduling, and coordinating project activities.
- Coordinate with technical, field, and operational teams for smooth project execution.
- Track project timelines, milestones, deliverables, and pending tasks.
- Follow up on delays, dependencies, issues, and resource requirements.
- Coordinate material, tools, equipment, and other field requirements.
- Maintain project trackers, MOMs, reports, and project documentation.
- Communicate project updates, instructions, and requirements clearly to concerned teams.
- Monitor task allocation, team workload, and overall project progress.
- Identify potential issues and support timely escalation and corrective actions.
- Assist in coordinating between the Project Manager, technical teams, and field teams.
- Ensure important activities remain on schedule through regular follow-ups.
- Support continuous improvement in project coordination, tracking, and reporting processes.

## TECHNICAL UNDERSTANDING

The candidate should have a basic understanding of:

- Industrial IoT and Sensors
- Electrical & Electronics Concepts
- Communication & Connectivity
- Remote Monitoring & Diagnostics
- Industrial Automation
- Railway Signaling & Infrastructure

- Predictive Maintenance

***Note:*** *Detailed engineering-level knowledge is not mandatory. The candidate should be able to understand basic technical requirements and effectively coordinate with technical and field teams.*

## REQUIRED SKILLS

- Project Coordination and Follow-up
- Strong Verbal and Written Communication
- Team Coordination and Organization
- Problem-Solving and Attention to Detail
- Project Tracking and Reporting
- Time Management and Task Prioritization
- Professional Documentation
- Strong Ownership and Accountability
- Ability to coordinate with Technical and Field Teams
- Good working knowledge of MS Excel, MS Word, and PowerPoint

## EDUCATIONAL QUALIFICATION

- Bachelor's degree in Engineering, Electronics, Electrical, Computer Science, Information Technology, or a related technical field.
- Candidates from other relevant educational backgrounds with strong project coordination or technical coordination experience may also be considered.

## EXPERIENCE

- 1–2 years of experience in Project Coordination, Technical Coordination, Project Operations, Field Operations, or a similar role is preferred.
- Fresh graduates with strong communication, organizational, coordination, and basic technical skills may also be considered.

## PREFERRED SKILLS

- Basic knowledge of IoT, Sensors, and Industrial Automation
- Exposure to technical or field-based projects
- Understanding of project documentation and reporting
- Familiarity with railway, electrical, electronics, or automation projects
- Ability to work with multiple teams and manage regular follow-ups

## WHAT WE LOOK FOR

The ideal candidate will be a **well-organized, proactive, and responsible professional** who can effectively connect the **Project Manager, technical teams, and field teams**.

The candidate should be capable of maintaining project trackers, following up on pending activities, communicating requirements clearly, identifying potential issues, and ensuring that critical project activities remain on schedule.

**Strong ownership, structured follow-up, professional communication, attention to detail, and timely escalation of issues** will be key to success in this role.

## KEY SUCCESS FACTORS

**Coordination | Communication | Follow-up | Ownership | Technical Understanding | Time Management | Reporting | Teamwork**