



M. B. Control & Systems Pvt. Ltd.

CIN : U67120WB1980PTC033012 | PAN : AABCM7980K | GST NO. : 19AABCM7980K1ZU

Registered & Corporate Office

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M.B. Control & Systems Pvt. Ltd, is an ISO-9001 company. Since our inception in 1983, we have been committed to provide innovative electronic systems and equipment for control and monitoring of industrial processes. We design, manufacture, install and commission industrial electronics systems on turnkey basis.

Our system solutions are suitable for Energy management systems, Weather Monitoring Solutions, Telemetry Systems, Remote Data Collection System, Remote Meter Reading Solutions, RTU Control Panels and Systems, SCADA systems and Sub-Station Automation Systems. Required energy reports are provided as part of the system.

Our team of experts is available to dispense expert technical support, and provide technical solutions to questions ranging from generic to complex. We consider excellence of products and service as a key to gaining customer loyalty and satisfaction. We have pan India presence via dealer and distribution network.

All the products we offer can be viewed on our website www.mbcontrol.com. We have clients such as in power generation (wind, solar, hydro etc.), OEM, Transmission, IPP, CPP, Heavy Industries etc.

Achieve your potential - build an exciting career

The Projects Coordinator supports the planning, execution, and monitoring of projects to ensure timely completion within scope and budget. The role involves coordination between internal departments, clients, vendors, and site teams to ensure smooth project execution and documentation control.

JOB PROFILE:

Designation: Projects Coordinator

Department: Projects & Administration

Reports to: Project Manager / Operation Manager

Location: Full Time On-Site, Howrah

Job Responsibilities and Requirements:

- Assist in preparing project schedules, timelines, and milestones
- Coordinate with engineering, procurement, logistics, and site teams.
- Track project progress against plan.
- Identify delays and escalate issues to the Project Manager / Operations Manager.
- Maintain project documentation (BOQ, drawings, contracts, specifications).
- Prepare and update project status reports.
- Track submittals, approvals, and compliance documents.
- Maintain project tracker and MIS reports.
- Act as a communication link between client and internal teams.
- Coordinate with suppliers for material dispatch and delivery timelines
- Assist in preparing purchase requests and follow-ups
- Support billing and invoice submission process
- Track installation and commissioning progress

Qualifications:

- Bachelor's degree in Engineering / Business Administration / Project Management.
- Minimum 3 years of experience in operations or project execution.
- Experience in engineering, power, renewable energy, or industrial projects preferred.
- Strong organizational and time management skills.
- Excellent communication and coordination abilities.
- Ability to work under deadlines.
- Ability to work cross-functionally and manage multiple priorities.
- Others (e.g. language skills, technical skills): English, Computer Knowledge.

Location: Full Time On Site, Howrah