Immediate Job Opening **Project Coordinator**	
Name of the Company:	Facile Maven Private Limited
Date of announcement:	01-10-2026
Job designation:	Project Coordinator
Job reference number:	2026IE14
Company sector:	Engineering Supervision – SWM, Sewerage & Drainage Infrastructure
Job location:	**1) Bhavnagar, Surat, Vadodara, Ahmedabad, Gandhinagar, Rajkot (Gujarat) Site Based**
Education qualification:	- Diploma / B.E. / B.Tech in Civil Engineering (Mandatory) - Additional certification in Quality Control / Construction Supervision will be an added advantage.
Job profile requirement:	- Minimum 5 years (on-site experience) or more - Experience of civil infrastructure projects would be advantageous - **Freshers do not apply.**
Desired skillset:	• Knowledge of civil execution works, particularly drainage/sewerage main laying, trenching, manhole construction, bedding, testing, and backfilling etc. • Ability to read and interpret GFC drawings, alignment layouts, and cross-sections. • Familiarity with material testing procedures, concrete/mortar mix checks, and work method verifications • Familiarity with worksite safety practices, material management, and daily site documentation. • Knowledge of checklists, cube testing, bitumen/aggregate sampling, compaction records, etc. • Capable of coordinating with contractor site teams, vendors, and the client's engineering department. • Understanding of basic QA/QC procedures, material verification, and quantity measurement. • Proficiency in site measurement recording, daily progress reporting, and Geo-tagged photographic documentation. • Basic knowledge of AutoCAD, MS Excel, and report formatting, email correspondences. • Good communication in Gujarati, Hindi, and English for field-level coordination.
Key job responsibilities / expected major tasks to be performed by appointee:	• Conduct daily site inspections and checks for materials, workmanship, and adherence to approved drawings • Supervise the execution of sewer, storm drain and building works as per approved drawings and specifications in coordination with team at FMPL head office. • Coordinate with the contractor's team on site to ensure proper execution, alignment, and levels.

	• Maintain a daily site diary, work progress log, and submit daily & weekly updates to the head office. • Ensure proper laying and compaction of pipelines, manholes, bedding layers, storm drains, etc. • Report deviations, quality issues, and non-conformities to the PMC Quality Engineer / Team Leader. • Verify materials, workmanship, and safety compliance at site. • Conduct joint measurements and assist in verifying contractor's bills and claims under guidance from FMPL head office. • Act as a liaison between FMPL's design team and the on-site executing agency. • Highlight deviations or bottlenecks and facilitate timely resolutions. • Support preparation of daily progress reports (DPRs) and weekly quality status updates • Ensure periodic visit to client office, client communication and reporting are accurate, timely, and professional. • Preparing monthly progress report (MPR) as under guidance of FMPL head office. • Attend all kind of meetings with BMC engineering staff as required.
Essential software skills:	• Must: MS Excel (Advanced), Word, PowerPoint, Email (For Reporting) • Preferable: AutoCAD (for reading drawings), PDF Markup tools. • Advantage: Understanding & Exposure to QC Manuals, PMC formats.
Role preferences:	• Candidates residing in or willing to relocate to Bhavnagar. • Must be field-active, technically sound, and familiar with municipal norms. • Candidate should be physically fit, punctual, and dependable for site supervision duties. • Should have own laptop / computer to compile records and prepare draft reports. • Should have a two-wheeler and be capable of visiting multiple work zones, if needed. • Able to work with sincerity and adapt to dynamic site conditions. • Preferably available for immediate joining.
Emoluments:	• As per experience and merit. • Travel, Daily Allowance, documentation & other reimbursements as per company policy.
Mode of application:	Apply on company website with necessary credentials: https://facilemaven.com/careers/
Contact Info:	**Communicate in case a query (not to apply for job)** info@facilemaven.com hr@facilemaven.com Website: www.facilemaven.com