

Job Title: Supervisor (Operation)

Company: MKS Electrical and Interiors Pvt. Ltd.

Location: A-98, Sector 80, Noida

Job Summary:

We are looking for a **Supervisor (Operation)** to manage our interior design project sites. You will make sure the work is done on time, within budget, and with good quality. You will lead the team, manage materials, and keep the site safe and clean.

Key Responsibilities:

- Supervise daily work at the site like installations and material deliveries.
 - Keep the site clean, safe, and well-organized.
 - Check the progress of the project and fix any delays or problems.
 - Guide and manage workers and subcontractors.
 - Solve any team issues and make sure everyone follows safety rules.
 - Manage delivery and storage of materials.
 - Talk to project managers, designers, and clients to ensure smooth work.
 - Check the quality of work and fix any defects.
 - Maintain safety at the site and conduct safety meetings.
 - Keep daily reports and record project updates.
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Qualifications:

- High school pass (required)
 - Bachelor's degree in construction or interior design (preferred)
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Experience & Skills:

- 5+ years of site supervision or operations experience in interior or construction projects.
- Good leadership and communication skills.
- Can read technical drawings and plans.
- Organized and good at managing time.
- Knows safety rules and works well under pressure.
- Basic computer skills.