

Other Disciplines

Experienced

# Assistant Manager

Vision Systems - Samvardhana Motherson Reflectec (SMR) - Noida, India

At Motherson, we're committed to creating long-term jobs and advancing global careers. Featured on TIME's World's Best Companies list, we are a diversified global design, engineering, manufacturing, assembly and logistics specialist, delivering full-system solutions to customers across industries. With a focus on innovation, quality and sustainability, we strive to be a trusted industrialisation partner and an employer that nurtures a diverse, inclusive workplace.

Our Vision Systems division enhances vehicle safety and visibility with high-quality mirrors and advanced camera systems, trusted by major automotive OEMs worldwide. Join us to collaborate with experts, work with cutting-edge technology, and help shape the future of safer, smarter mobility.

## What you'll do

- Oversee, tracking, managing and reporting, all running projects at a global level, ensuring timely execution, and alignment with business goals.
- Handle PMO operations, including project planning, tracking, reporting, and coordination with cross-functional teams and global stakeholders.
- Manage billing processes, including invoice generation, payment tracking, and reconciliation for projects and suppliers.
- Develop and maintain global dashboards for real-time project visibility, using tools like Excel, Power BI, or similar.
- Prepare high-quality PPT presentations for management reviews (MIS), team meetings, and international reporting.
- Perform accounting tasks related to projects, including budgeting, expense tracking, variance analysis, and financial reporting.
- Collaborate with global teams via MS Teams, ensuring clear communication and documentation in English.

## What we are looking for

- 6-10 years of hands-on experience in PMO, finance, billing, supply chain, or project coordination (IT, BPO, automotive/manufacturing preferred).
- B.tech & MBA in finance, Commerce, or related field; PMP/PMO certification.
- Strong proficiency in English (spoken and written) for global communication.
- Expert in PPT creation (advanced PowerPoint skills for professional decks).
- Excellent Experience managing global projects and dashboards (PPT, Excel, or BI tools).

## What we offer

- A competitive salary and range of benefits.
- Be part of worldwide team with very big challenges ahead, which bring huge development opportunities for people with big career goals.
- If you enjoy working in a fast-paced environment then look no further.



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