CAREERS · OPERATIONS

Project Coordinator

Run the team's daily rhythm — morning stand-ups, plans and follow-ups — so work never stalls between teams

1 position | Coimbatore office | Full-time

The role

Hardware, software, product and field deployment teams all move at once, and things slip in the gaps between them. You run the team's daily rhythm: you hold the morning meeting, keep the plan current, and make sure parts, people, approvals and information are in place before the work needs them. You are not the boss of the work — you are the reason it doesn't stall.

What you will do

- Run the morning stand-up every day in 15 minutes: done yesterday, planned today, blocked.
- Give every blocker an owner and a date, and follow it up the same day — not at the next meeting.
- Keep one tracker everyone trusts: sprint and project boards, milestones and actions, current every day.
- Run sprint planning, reviews and short retrospectives for software and product, and milestone plans with gates for hardware builds and customer installations.
- Make sure things are in place before they are needed: components and purchase orders, test setups, travel and site access, customer data and approvals.
- Send a short weekly summary to the founder and team leads: what moved, what slipped and why, and the decisions needed.
- Keep meeting notes and decisions written down and easy to find.

Who we are looking for

- 2–5 years as a project coordinator, scrum master, PMO executive or similar, ideally at a product, engineering or manufacturing company.
- Real practice of both ways of working: Agile / Scrum for software (sprints, backlog, stand-ups, retrospectives) and waterfall / milestones for hardware and installations (fixed dates, dependencies, gates) — and you know when each one fits.
- Comfortable with Jira, ClickUp or Trello, Google Sheets or Excel, and Google Workspace.
- You follow up without being asked twice, and can tell a senior engineer that their task is late — politely and clearly.
- Clear written and spoken English, and Tamil.
- CSM, PSM or PMP is a plus; practice matters more than the certificate.

Your first year

- First 30 days: learn the teams, products and live projects; take over the stand-up and set up the single tracker.
- By 90 days: sprints and milestone plans run on a fixed rhythm, the weekly summary goes out every Friday, and no blocker waits more than 48 hours for an owner.
- By 12 months: fewer missed dates, and the founder spends less time chasing updates.

About CountAI. We build AI, computer vision and robotics for the factory floor. Knit-i inspects fabric live on circular knitting machines and stops the machine the moment a defect starts — trusted by 30+ factories in 7 countries, and winner of the Intel Edge AI Software Excellence Award 2026. Co-founded by an IIT Madras alumnus in Coimbatore.

Apply in about 10 minutes

Scan the code, or go to **counton.ai/careers/project-coordinator**

Know someone who fits? Forward this to them.