

<b>Opening</b>	Project Manager
<b>Opening ID</b>	PM-August 2016
<b>No. of opening</b>	04
<b>Reporting To</b>	Director (Projects)
<b>Location</b>	GUJRAT / MADHYAPRADESH / MAHARASHTRA / KARNATAKA
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Oversee the construction project of Railway siding from start to finish.</li> <li>• Perform a key role in project planning, budgeting, and identification of resources needed.</li> <li>• Create the teams, develop the objectives/goals of each and assign individual responsibilities.</li> <li>• Project accounting functions including managing the budget.</li> <li>• Ensure that construction activities move according to pre-determined schedule.</li> <li>• Devise the project work plans and make revisions as and when need arises.</li> <li>• Communicate effectively with the Sub-contractors responsible for completing various phases of the project.</li> <li>• Co-ordinate the efforts of all parties involved in the project, which include the clients, consultants, sub-contractors and labourers.</li> <li>• Monitor the progress of the construction activities on a regular basis and hold regular status meetings with all the sub-teams.</li> <li>• Maintain strict adherence to the budgetary guidelines, quality and safety standards.</li> <li>• Ensure project documents are complete.</li> <li>• Identify the elements of project design and construction likely to give rise to disputes and claims.</li> <li>• Serve as a key link with the clients and review the deliverable prepared by the team before passing onto client.</li> <li>• MIS Reporting-daily, weekly &amp; monthly reports etc.</li> <li>• Reviewing and Negotiating with the suppliers,sub-contractors,labour contractors and prepare contract for finalizations as well as doing rate analysis and implementing the same after getting it approved from the management.</li> <li>• Oversee the Bridge construction site from start to finish.</li> <li>• Ensure that construction activities move according to pre-determined schedule.</li> <li>• Communicate effectively with the contractors responsible for completing various phases of the bridge works.</li> <li>• Co-ordinate the efforts of all parties involved in the project, which include the architects, consultants, contractors, sub-contractors and laborers.</li> <li>• Monitor the progress of the construction activities on a regular basis and hold regular status meetings with all the sub-teams.</li> <li>• Maintain strict adherence to the budgetary guidelines, quality and safety standards.</li> <li>• Identify the elements of bridge design and construction likely to give rise to disputes and claims.</li> <li>• Serve as a key link with the clients and review the deliverable prepared by the team before passing onto client.</li> <li>• Well Conversion like , Drawing study, Bar bending Schedule, Execution strategy , methodology, procedure etc.</li> <li>• Familiarity with bridge design guidelines, specification and technical standard.</li> <li>• Experience of successfully managing bridge works.</li> </ul>
<b>Experience</b>	For Degree holder : Maximum 10 years
	For Diploma holder : Maximum 13 years

<b>Key skills required</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills.</li> <li>• Minimum 5-10 years of experience in construction of infra projects specially Road and Railways. Good understanding of Survey, Bridge, Trackwork, Earthwork and Civil Structures.</li> <li>• Bridge, Railway, Earthwork and Civil Structures, background is an added advantage.</li> <li>• Knowledge of legal issues and safety standards.</li> <li>• Ability to plan and organize a team effort.</li> <li>• Good client management and goodwill building ability.</li> <li>• Capacity to motivate, lead and boost morale of the teams.</li> <li>• Effective time management and logical decision-making ability.</li> <li>• Capacity to handle pressure.</li> <li>• Strong focus on quality.</li> <li>• Primavera and AutoCAD is a must.</li> <li>• Should have proven track record of independently managing with reputed companies and completing the projects.</li> <li>• Should have excellent Interpersonal skills &amp; committed to achieve goals.</li> </ul>
<b>Qualification</b>	BE/B.Tech(Civil)