

Job Description: Manager – Contracts & Procurement

Job Title: Manager- Contracts & Procurement
Objective of Role: To assist in the implementation of the projects of the company through responsible Project Execution Strategy, Operations and Integrated Resource Management, coupled with effective Contract Management
Reporting to: General Manager-Commercial & HR
Qualifications: <ol style="list-style-type: none">1. Candidate from Indian nationality only.2. Should be Engineering Graduate from a recognized University with good academic record. Master's degree in management would be preferable.3. Candidate shall be below 40 years of age
Experience: Minimum 7 years of relevant working experience in tendering, procurement & contractual aspects.

Role Description
<ul style="list-style-type: none">• Preparation, reviewing and updating of Contract Administration, Commercial and Change Management procedures.• Reviewing and Appraisal of the Tender and Contract documentation prepared by PMNC.• Addressing and managing claims.• Timely selection and development of cost effective quality vendors, consultants etc.• Assist Company Secretary in all matters related to secretarial works for the company.• Regular liaisoning and project coordination with PMNC and with various stakeholders including consultants, Central and State Government departments, funding agencies, contractors to ensure smooth implementation of projects.• Candidate should have ability to communicate effectively both orally and in writing.