



JOB INFORMATION/ JOB DESCRIPTION

Executive - Projects (Electrical)

Position	Executive - Projects (Electrical)
Qualification	Graduate/ Post graduate in Electrical Engineering
Experience	4 years of relevant experience in Electrical domain of projects. Construction industry experience in Industrial Project works (preferably in a dairy/ food industry) with Site posting / project co-ordination from office.
Duration of contract	Initially for 2 years, extendable till completion of the infrastructure project
Location	Guwahati/ Anand

SALARY:

Approximately Rs. 5.5 lakhs per year (Negotiable and commensurate with experience, qualification and pay package of last assignment)

AGE:

Age should not be more than 35 years as on 1st January, 2021. (Relaxable by 5 years in case of outstanding candidates).

MAIN PURPOSE: (captures essence of the job in brief)

To control, monitor and implement all related works of infrastructure expansion project(s) of WAMUL. They shall contribute, facilitate and execute works from construction upto operationalizing the project within the project timeline including project coordination, stabilization of the Operations and establishing the intended plant performance and output.

MAIN RESPONSIBILITIES:

- Shall be able to lead an execution team to carry out the execution of site works
- Shall lend all possible support to resolve the construction/ installation related technical issues at site
- Monitoring & reporting of work progress of project through tools like MS project
- Preparation of GRN, maintain relevant site records, Project Billing etc.
- Provide active supervision and technical support
- To administer contractual and commercial deliverables and report the same in order to advise management of exposures
- To implement and monitor procedures for all technical matters in order to ensure compliance to WAMUL's policies and procedures
- To ensure the compilation of lessons learnt and supervise their regular update.



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- To liaise with other members of the team in order to identify exposure, changes in cost and value and possible delays.
- Liaise with staff and team and review information to locate and thereafter evaluate the cost and value of all variations and likely future variations
- Liaise for Govt. and Statutory compliances
- To accomplish other duties as determined by management.
- Must be result oriented and dynamic
- Should work independently to handle multiple projects simultaneously

COMPETENCIES:

Skills/ Attributes: Behavioural	<ul style="list-style-type: none">• Interpersonal• Strategic Thinking• Leadership• Excellent communication• Good internal and external networking• Highly structured, systematic and organized• Focus and details oriented• Problem Solving• Negotiation• Analytical• Works independently and profession ally with little supervision
Skills/ Attributes: Technical	<ul style="list-style-type: none">• Shall possess knowledge of relevant fabrication, construction works and should have knowledge in reading engineering drawings, as well as AUTOCAD.• Should be familiar with relevant statutory guidelines, IS codes, IEC/ IEEE codes, knowledge in service requirements and aware of good engineering practices• MS Office• Basic contract and law knowledge