



CONQUER HR SERVICES

Email: cv@conquerhr.com / conquerhr@yahoo.com Web: www.conquerhr.com

JOB DESCRIPTION

Position Title	Engineer – Projects	
The Position reports to the Asst Manager-Projects		
1) Key Accountability: (List of responsibilities/duties associated with the job)		
Accountabilities: <ol style="list-style-type: none"> a) PRE-BID: Review RFQ/ specs, provide specs & qty of each item to procurement team for obtaining quotes, estimate landed cost for each item; To prepare the drawings depicting scope for the company; Prepare Technical Deviation/ Clarification list; compile proposal; attend Technical & Commercial meetings with Customer. b) POST BID: Internal discussion to fix budget for a project, identify risks involved in the project; Prepare project execution schedule; Ensure all other post bid activities are carried out systematically as listed in the attached annexure. c) SOP's & PROCEDURES: Ensure the implementation of guidelines & SWP's (Standard Working Procedures) for projects department and contribute towards continual improvement. d) REPORTS: Making of the report for the pre bid and post bid status of the project on weekly basis. e) Implementing, reviewing & instructing electrical team for wiring installation of Instruments and cable trays, junction boxes on the skids. f) Getting clearances from customer/TPIA for the installation done for Electrical items. 	KPI <ol style="list-style-type: none"> a) Timely submission of most competitive proposal to customer to bag the order. b) Ensure that the project is completed within timelines and delivered to the customer. c) Effective implementation of guidelines and SOP's and report deviations if any. d) Prepare and e-mail project status reports without fail on weekly basis. 	
2) Interaction :		
EXTERNAL (Roles you need to interact into outside the organization to enable success in your day to day work) <ul style="list-style-type: none"> • Customer • Consultants (both internal & external) • Vendors 	INTERNAL (Role your need to interact inside the organization & enable success in your day to day work) <p>Sales team, Design team, Procurement &Logistics team, Production & QA team, Finance team</p>	
3) Skills & Knowledge: (State the min acceptable proficiency for this job) <p>5(A) Education Qualification: -B.E in Electrical Engineering 5(B) Years of experience: - Min 3 - 4 Years of experience in Projects</p>		