
	JOB DESCRIPTION			
	SR. EXECUTIVE - PROJECTS			
	DEPARTMENT	QAC	YEAR	2022
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1. ELIGIBILITY & SKILL SET

KEY BEHAVIOURIAL COMPETENCIES
Follow Code of Ethics set by the company
Be Punctual
Ability to work under pressure and withstand stress
Demonstrate Professionalism
Willing to take tough (non-populist) measures when required, Separates Professional and Social relations)
Ability to plan sub tasks very well based on an activity allocated
Ability to establish measure and meet customer requirements / service level agreements.
Effective written and verbal communication skills in English Language.
Must be able to work in varying hours/days.
shares knowledge and expertise so others can learn and benefit
Recognizes own strengths and weakness and uses this knowledge to aid affective teamwork
Acknowledges other's skills and accomplishments
Resolving differences
Communicates thoughts and feelings to promote discussion and prevent escalation of conflict.
Express disagreements and feedback constructively
Listen to others point of view
Works towards joint solutions both inside and outside the team
Takes independent and immediate actions to solve problems and help others
Keeps pace with high volumes of work when necessary
Adapts to work style and priorities of others
Tracks progress and task and redirects effects to ensure deadlines and quality standards are met
Anticipates bottlenecks and takes actions to prevent problems
Fosters an environment of support and cooperation amongst all staff
Appreciates other contribution
SOFTWARE COMPETENCES
Microsoft Word
Microsoft Excel
Microsoft Project
Microsoft PowerPoint
AUTHORITIES (other than Routine Task, Roles & responsibilities)
Prepare/ Check Internal Policies, Standard operating procedures, Standard Design Guidelines

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2. ROLES & RESPONSIBILITIES

ROLE/RESPONSIBILITIES (related to routine task)
Comprehend and implement internal standards & Guidelines while delivery any job task
Project Planning & Scheduling & Tracking
Co-ordination with all project stakeholders for timely deliverables
Conduct Internal periodic review meeting to keep a check on bottle necks and timelines
Documentation Control
Schedule periodic meeting with Clients and submit reports
Prepare and circulate Project reports (weekly, monthly etc.)
Conduct inspection of existing facilities and prepare GAP analysis report.
Plan subtask for self and subordinates and remain accountable for self and subordinate manhour expenses.
Travel & visit at any site to conduct workshops / meetings as per project requirement.
Travel & be deputed at any site for duration of two-three months as per project requirement.
Routine Correspondence with clients and all project stake holders effectively & impressively
Internal Correspondence (written) within department
Closely monitor Project timelines & delay by highlighting the issue timely for necessary actions
Project Monitoring & Control
Construction supervision at site
Monitoring and control of all internal expenses and Entire project profitability
Activity & resource Planning
Billing as per projections
Set PBIS/KRA for team
Identify training need for the team members and develop them for scope services
Keep the team motivated and remain responsible for team performance
TECHINCAL SKILLS / COMPETENCES
Knowledge and understanding of all stages of project execution from concept till commissioning with detailed work breakdown structure for each stage
Experience of leading a team and team building with motivation
Basic understanding of the equipment and systems installed in the manufacturing facilities for Food, Beverages, cosmetic and Hospital and Data Centers
Control on Project execution with respect to timelines
Control on Project execution with respect to internal expenses -Ownership for project profitability
Fluent Correspondence in English (both written and verbal)
Efficient resource utilization & resources development
Participate in internal review meeting to share Project status/ Overall Project analysis using power point slides
Participate in internal review meeting to share overall profitability /projections etc. using power point slides