

# JOB DESCRIPTION

<b>JOB TITLE:</b> Engineer / Sr Engineer / Asst Manager – Sales Operations
<b>DEPARTMENT:</b> Sales Operations Division
<b>REPORTING TO:</b> Regional Operations Head (Role to which this role reports)
<b>REPORTEES:</b> Nil (Roles reporting to this role)
<b>SPAN OF CONTROL: NIL</b> (No. of associates reporting to this role)
<b>JOB SUMMARY</b> (Brief about the existence of the position)
<ul style="list-style-type: none"><li>• Incumbent should be a Graduate with 3-6 years of experience in Engineering with varied experience of working in multiple projects preferably as Project coordinator / planner, capable of handling Planning, coordination, Execution and customer / stake holder interaction, with good hands on expertise in major construction projects.</li><li>• Incumbent must be able to read drawings, tender documents, Purchase orders, and other statutory requirements, understand technical details of the product to discuss with various stake holders at customer end, (e.g. PMC, Architects / consultants, Project manager's /site engineer's / end customers) for closing out necessary documentation, terms and other details for closure of orders and execution requirements.</li><li>• Incumbent must have customer centric focus having handled clients, PMC's, vendors, site personnel with good man management skills from construction industry i.e. Pre Engineered Buildings (PEB), Steel Structures, and high rise construction.</li><li>• Incumbent from similar domain expertise i.e. doors or building material domain would be given preference.</li></ul>
<b>KEY DUTIES &amp; RESPONSIBILITIES</b> (Primary duties)
<ul style="list-style-type: none"><li>• Incumbent must be able to follow process controls, monitor and Plan various activities viz. customer requirements and ensure proper delivery on time and schedule.</li><li>• Should be able to coordinate with branch/state, sales teams, backend coordinators, for processing orders.</li><li>• Incumbents should be able to coordinate with project execution teams /</li></ul>

managers for site management Execution, Planning and completion of the job within stipulated timelines at project site.

- Incumbent who has worked independently in handled execution & operations of a large site independently would be given preference.
- Ability to co-ordinate with internal customers and get the information needed.
- Emphasis on Customer relations management and customer service.
- Incumbent will be a SPOC to project assigned and he would be coordinating from drawing sign off, documentation stage for the supply of doors in line with company standard process, quality and expectations.
- The job will entail supply, billing and collection of the monies for the projects assigned to the incumbent which will be major focus area.
- Incumbent should be capable of monitoring, progress reporting, regular communication to clients, PMC's, Project/ SHPL personnel.
- He should be able to keep track of progress of orders, billing and collection and send a DPR/ weekly MIS Report to his immediate superiors & clients on a regular basis as per the formats given to him.

#### **ADDITIONAL RESPONSIBILITIES**

(Apart from regular activities )

- Ability to independently handle both internal & external customers on the technical and commercial issues from time to time.
- Incumbent should have excellent working knowledge of MS office.
- Should be willing to travel to project sites assigned to him within the area.

#### **CAREER OPPORTUNITIES/ GROWTH**

Sr Engineer/ Asst Manager / Deputy Manager / Manager

#### **FUNCTIONAL COMPETENCIES**

( Key skills requires)

- Candidate must have 3-6 Years of experience in managing a large site as its site coordinator / planner.
- Added advantage would be if incumbent has handled multiple projects simultaneously.
- Technical ability to study drawings, data and manuals pertaining to doors and equipment's for installation at site.
- Mandatory to be Proficient in MS office i.e. Word, PowerPoint and Excel.
- Knowledge of SAP would be an added advantage.
- Should be able to communicate via email and other mode desired from time to time as required.

#### **BEHAVIOURAL COMPETENCIES**

1. Initiative & Self Driven
2. Team Player
3. Good communication (written / verbal)
4. Good PR skills
5. Empathy
6. Analytical ability

7. Listening skills
8. Grasping skills
9. Good at decision making

**AGE: Below 30 years**

**QUALIFICATION:**

**BE / B. Tech – Preferably with MECH/ EEE or ECE or DME/DCE/DECE.**

**EXPERIENCE & INDUSTRY: (Total yrs of experience)**

- Incumbent should be a Graduate with 3-5 years of experience in Engineering with varied experience of working in multiple projects preferably as Project coordinator / planner, capable of handling Planning, coordination, Execution and customer / stake holder interaction, with good hands on expertise in major construction projects.
- Candidate from similar domain expertise i.e. doors or building material domain would be given preference.

**LOCATION OF WORK: BANGALORE,DELHI,MUMBAI**