

## Job Description (JD)

<b>Position title:</b>	<b>Astt Manager-MS</b>	<b>Job Location:</b>	<b>HO, CBD Belapur-Navi Mumbai</b>
<b>Qualification:</b>	<b>BE/B.Tech(Civil)/DCE or M.Tech (PCM)/Const Mgt</b>	<b>Experience:</b>	<b>04 to 08 years</b>
		<b>Salary range:</b>	<b>06 to 8.4 lacs</b>

<b>Role &amp; Responsibilities</b>		
<b>S.No.</b>	<b>Key Result Areas</b>	<b>Key Performance Indicators</b>
1	Professional Competencies	Interpersonal skills, communication, tech skills.
2	Finalization of Execution Strategy	Finalization of the Execution Strategy in consultation with PPMCC Dept & Project Manager before start of Project.
3	Budget Preparation	Preparation of detailed working budget of the Projects (L1 and L2) and ensure its adherence
4	Projects Monitoring	Monitoring & Supervision on day-to-day basis to achieve the targets/deadlines against the deliverables. In case of any deviation, mitigation measures to be taken up under the guidance of Head of Function/Business Head.
5	Resource Management	Monitoring Resource Utilizations and Optimizing the same in consultation of Project Manager so that Cost optimisation is done. Ensure overall affective utilization of company resources and time management.
6	Review of Project Progress	Preparation of cost to complete statement of Projects in line with approved L2 budget.
7	External/ support function stake holders' relation	Coordination with various stake holders for smooth functioning of the Project
8	Client Correspondence	Capable of handling Client's correspondence with support from Head of Function

Interested candidates are requested to send their CV's to [rajesh.more@markolines.com](mailto:rajesh.more@markolines.com) mentioning the details of current and expected salary, notice period.