

Job Description (JD)

Position title:	Project Co-Ordinator	Job Location:	HO, CBD Belapur-Navi Mumbai
Qualification:	BE/B.Tech (Civil) or M.Tech (PCM)/Const Mgt	Experience:	04 to 10 years
		Salary range:	7.8 to 12 lacs (CTC)

Role & Responsibilities		
Sr.No.	Key Result Areas	Key Performance Indicators
1	Budget monitoring	Assist & Monitor of Project cost- Master Budget v/s Actual
2	Adherence to schedule	Project progress status - Project Master schedule vs actual
3	Adherence to schedule	Accurate & Timely monitoring material procurement plan for material, plant & machinery
4	Bidding, proposal preparation & estimation	Assist in public bid/proposal opening, evaluating bids/proposals, and determining responsiveness and responsibility of offers
5	Coordination & Monitoring of Project	<ol style="list-style-type: none"> 1. Closely assisting Project Manager to ensure project milestones are achieved as scheduled and within budget. Keeping all stakeholders updated on progress. 2. Coordinate with internal department like purchase & stores for material delivery schedule, Accounts for payment related status, billing and site engineering team for timely processing of bills etc. 3. Liaise with client & contractor to identify and define requirements, scope and objectives and ensure that concerned needs are met in time. 4. Coordinate and timely arrange necessary approvals for any project requirement.
6	Reports, MIS & Documentation	<ol style="list-style-type: none"> 1. Effective & accurate documentation and record keeping of all Projects documents i.e., Contract copy, drawings, Master Schedule & Budget, approval notes, all correspondence. Custodian of all communication documents at site. 2. Draft minutes and action taken reports, project-related correspondence; letter, memo or e-mail and Process technical RFI and drawing submittals etc electronically. 3. Managing & update progress tracker and timely raise issue in notice to Project Manager. 4. Keeping updates daily reports like DLR (Daily labour report), DPR (Daily Progress Report), Indent & PO Status sheet, Store related MIS reports ready and up to date.
7	SOP's & SLA	Ensure the Organisational standards are in place across Project Sites.
8	Project Management	Adherence to Project Management parameters. (Time, Cost & Scope). Identifying and resolving bottlenecks which is hampering the Project Progress. Planning of the major material and allocation of resources in advance.

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