



One of India's leading producers of fertilizers and industrial chemicals,

We are transforming our business through focus on Collaboration beyond boundaries, Relentless Focus on Results, Innovation, and unflinching commitment to deliverables and promises.

We are looking for individuals who enjoy working outside their comfort zone and are ready to accept challenges. We believe in achieving excellence in whatever we do. For this we provide a great degree of support through a combination of best of the systems & processes, employees' capability building and their well-being.

We also place a considerable weightage to individuals who are proactive & self-motivated and have good inter-personal & social skills and have the ability to work in teams.

JOB DESCRIPTION

Designation: GM - Project Control Head (EA to President Projects)

Function: Management

Location: Vashi

Sector: Projects

Purpose of the Job: This role is primarily responsible to build business strategies for Projects Sector by giving strategic inputs for expanding existing business or developing new business proposals and ensure Project's strategies are executed effectively and efficiently within the stipulated time frame.

To develop detailed project schedule / implementation plan and co-ordinate for Capex / budget preparation for all projects and for projects under development.

To plan, co-ordinate and monitor various activities of the approved projects, for achieving the project completion within the scheduled time period and budgeted cost. Prepare various MIS reports, highlight areas of concern, and ensure timely delivery by others.

Overview/ Responsibilities: As a "GM - Project Control Head (EA to President Projects)", you will be expected to:

Key Accountabilities for the position	Major Tasks for the position
Strategic Planning Plan / prepare project execution strategy / philosophy	<ul style="list-style-type: none">• Provide strategic inputs to Sector Head for driving business growth across the sector.• Developing proposals for new business tie ups• Assist Sector Head for execution of new projects / initiatives.• Delivery Assurance.• Cost control and Assurance.• Document control and records.• Risk management• Audit management

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	<ul style="list-style-type: none"> • Adept in technology (visual as well as data analytics)
Business Communication Ccadence	<ul style="list-style-type: none"> • Prepare and edit correspondence, communication, and presentation. • Prepare quarterly and annual board presentations and other communication. • Conduct market analysis, assemble and analyse data to prepare Projects related reports and documents. • Review operating practices and implement improvements where necessary. • Interface management.
Business Coordination	<ul style="list-style-type: none"> • Coordination of meetings • Maintain follow up on activities to ensure schedules are met • Preparation of agenda for meeting, compile and circulate minutes of meeting, reports etc • Monitoring of monthly operating reports <p>Follow up with concerned individuals for updating current status of their assigned responsibility</p>
Business Analysis	<ul style="list-style-type: none"> • Maintain confidential database, reports and produce MIS as & when required • Based on market research, prepare pricing analysis and competitor analysis <ul style="list-style-type: none"> • Data analysis to venture into new business development areas
Organizational Excellence	<ul style="list-style-type: none"> • Assist Sector Head in driving Innovation, Ideation, Implementation and other quality improvement initiatives
Administrative Support	<ul style="list-style-type: none"> • Provide support to Sector Head in managing outward correspondences, internal memorandums and management of documentation flow
Estimation of project cost	<ul style="list-style-type: none"> • Identify various project cost components after studying the type of project,, holding discussions with subject experts and considering the project execution strategy. • Estimate the cost of each project cost component by obtaining budgetary offers, extrapolating available cost of similar items, carrying our internal estimates etc • Determine the project capex considering the project specific basis / assumptions and provide the necessary inputs as required for financial modeling.

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	<ul style="list-style-type: none"> • Revise the project capex after obtaining inputs from all stakeholders.
<p>Co-ordinate & monitor various activities of the project / MIS preparation</p>	<ul style="list-style-type: none"> • Monitor / review the progress of critical / sub-critical activities of the project. • Highlight the areas of concern to the top management • Discuss with team members for recovery plan, in case of delays observed for particular critical / sub-critical activity. • Prepare framework for critical MIS reports. • Advise for follow-up / expediting of critical activities. • Monitor the project cost on regular basis and highlight critical deviations, if any.
<p><i>Educational Qualifications</i></p>	<p><i>Total years of experience</i></p>
<p>BE/B tech (Chem) and MBA (Operations) / MBA (Finance)</p> <ul style="list-style-type: none"> • Knowledge of process industry and minimum 10 years in project 	<p>18 – 20 years of experience of working with top management preferably in Projects/EPCM/PMC etc.</p>
<p><i>Technical /Functional Expertise:</i></p>	
<ul style="list-style-type: none"> • Strong understanding of the Projects Management Cycle and related dynamics • Knowledge of financial and business analysis models / tools • Knowledge of MS Office 2007 	

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