**Position:** Project Manager (MEP)

**Job Description:**
- Fully in-charge of a Electro/Mechanical Project
- Ensure successful achievement of project mission statement and goals and be responsible for all day-to-day activities.
- Follow up with various departments within the company in all Project related matters of the operation of the Project.
- To ensure a successful completion of the Project within the budget and on time.
- Responsible for planning and scheduling of all major activities of the Project to achieve timely completion of the Project.
- Fully responsible for all contractual issues related to the day-to-day running of the Project.
- Responsible for managing a Staff/Labor in the project.
- To be overall responsible for overseeing and effective execution of all project related activities under the instructions of the JEM Management.
- To determine all Project requirements (Technical and General).
- To ensure the timely submittal of all project submittals and obtaining approvals. (Samples, Shop Drawings, Design Details, Work Procedure, Method Statements, Schedules, Programs etc.)
- To arrange timely obtaining of all clearances, approvals, permissions, etc as may require from time to time from any of the statutory authorities during the execution of the Project.
- To schedule and plan all project activities in line with Master Program in co-ordination with the Planning Engineer.
- To receive all project related instructions from the Client, Engineer, Main Contractor, etc and transmit, communicate and arrange effective action in co-ordination with the JEM Management.
- To give all notices, etc to the Client/Engineer/Main Contractor under the instructions of the JEM Management.
- To attend all project related meeting with Client/Engineer/Main Contractor and reporting back to the Division Manager on the proceedings as well as to attend all project related meetings.
- Assignment of all project related activities to all resources.
- To evaluate the requirement of all project resources (materials, machinery, manpower) as per schedule and arrange for the availability of the same.
- Planning and scheduling of resources (material, manpower etc.) Resources Mobilization.

**Education:** Bachelor of Science in Electrical or Mechanical Engineering

**Experience:** More than 10 years of experience in project management

**Skills:**
- Good interpersonal skills
- Correspond to customers.
- have proficiency with word processing software as well as technical drawing skills,
- Leadership
- Negotiation Skills

**Knowledge:** Contracts and related laws Project planning software’s AutoCAD Software's