

Position Title: Project Manager

Level: Manager

Location: TOP FMCG at MOGA, Near Ludhiana, Punjab

Job Specification

1. Candidate should be **B.Tech in Mechanical** premier institutes. No diploma Holders would be entertained.
2. Should have a atleast **8 years** of exp in Projects, Process Industries.
3. Experience should be in Installation & Commissioning of Process Lines in preferably FMCG sector
4. He/She should have handled Projects independently.
5. To handle the introduction of new fixed assets into the company. This could involve the relocation and optimizing of the existing fixed asset base and/or the purchase of new fixed assets. It may extend from the initial conceptual studies through to project closeout.

KEY SKILLS

Project Management:

Propose and implement work processes, procedures and technical resources in accordance with the Engineering Policy, Key Principles and the Project Management Activity as outlined in the Companies Engineering Excellence master document. Coordinate personnel (e.g. other project engineers, technicians, contractors etc.) to ensure the projects objectives are satisfied. Propose and control the cost of the project in accordance with the Guidelines for Capital Investment. Propose and monitor the project in accordance with the key performance indicators. Demonstrate and promote the company's values. Ensure work place safety and effective communication of Safety, Health and Environment to all team members.

Conceptual Study Phase (Feasibility & Approval)

Ensure that all projects are designed for the long term and result in a positive impact on the company ROIC. Prepare the project for approval in accordance with the Guidelines for Capital Investment.

Design Phase:

Ensure that all assets are well designed (i.e. plant layout, equipment selection etc.) and fit the business purpose through applying new technologies, proven principles, thorough design reviews and basic science. Support all Value Engineering Analysis (VEA) studies. Ensure that the design is directed towards a low cost, highly efficient and flexible operation.

Implementation Phase:

Ensure safe work sites at all times and installations that are easy to operate, clean and maintain as well as guaranteeing after commissioning the safe, consistent manufacture/distribution of quality products. Ensure that when working with external engineering services, contractors, suppliers etc. that the scope, deliverables, performance and milestones are clearly detailed and agreed up front. Ensure that a progress report is prepared for all projects on a monthly basis.

Start-Up/Close Out Phase (Commissioning/Final report):

Ensure that the project scope is achieved within the agreed cost and timing. Ensure that the operators, mechanics, electricians etc. are effectively trained and that the transfer of the equipment to the client is both smooth and efficient. This includes all the supporting documentation that will be required by the client to operate and maintain the plant. e.g. operating instructions, equipment manuals, plant layouts, maintenance instructions, spare parts listing etc. Manage the allocation of all expenditures to clearly defined assets and the entry into the assets register. Complete the project file and ensure that it is handed over to the client. Complete a final report on all projects and ensure that this is circulated to the key stakeholders.

Technical / Functional

Understand food processing plant and technology, including hygienic engineering

Knowledge of food safety, regulatory requirements for food safety and equipment

Knowledge of project engineering / management, plant design and construction

Understanding of financial analysis and relevant business drivers

Computer knowledge (MS project, Basic AutoCAD, Visio, CIAT etc)