

## MANPOWER REQUIREMENT – RENEWABLE ENERGY DIVISION

SL. NO.	DESIGNATION	JOB REQUISITES	NO. OF VACANCIES
1	Assistant Manager – Contracts & Procurement (Renewable Energy Division)	<p><b>KEY RESPONSIBILITIES/ACCOUNTABILITIES:</b></p> <ul style="list-style-type: none"> <li>➤ Carrying out all the procurement activities for the Renewable Energy Department of the company in line with company's policies and standards.</li> <li>➤ Obtaining quotations from manufacturers/suppliers/sub-contractors based on the requirements &amp; material intents issued by technical team</li> <li>➤ Organise Purchase committee meetings and co-ordinate with projects team for procurement activities into upcoming and on-going projects.</li> <li>➤ Compare proposals for price and specifications and negotiate with vendors to reduce costs</li> <li>➤ Issue of purchase orders.</li> <li>➤ Co-ordinate with vendors to ensure that the product arrives in a timely fashion.</li> <li>➤ Manage inward invoices from vendors/sub-contractors and make sure payments are processed as per milestones.</li> <li>➤ Assisting and supporting the Senior Managers ensuring project deadlines are met.</li> <li>➤ Preparing presentations/reports to update senior management on the progress and status.</li> <li>➤ Liaison between Company and subcontractors for execution as well as document approvals.</li> <li>➤ Ensuring contractor payment milestones are processed inline with the contract agreement.</li> <li>➤ Providing administrative support as and when required.</li> </ul> <p><b>ESSENTIAL QUALIFICATIONS/REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>➤ B.Tech/B.E in Electrical / Electrical &amp; Electronics Engineering.</li> <li>➤ MBA in Contracts Management preferable.</li> <li>➤ Minimum of 5 years of experience in similar role. Experience in a solar/renewable energy organisation is preferred.</li> <li>➤ Excellent verbal and written communication skills in English and Malayalam (ability to speak Hindi could be advantageous).</li> <li>➤ Proficient with MS Office and comfortable at creating models on Excel to assist with your designs/assessment.</li> <li>➤ Commercial awareness of how design decisions and equipment specifications can affect the profitability of a project.</li> <li>➤ Willingness to travel occasionally.</li> </ul> <p><b>PRIMARY LOCATION:</b> Head Office. Occasional travel to sites as and when required.</p>	1