

## Brief Job Description

Designation : Sr. Manager/Manager- Signaling

Division/Location :Railway

Department : S & T

Reporting to –BD Head/ Operation Head

### Summary :

#### Area of responsibilities :

- Coordination with client & team member to speed up the execution of project
- Maintaining the committed profitability
- Timely Reporting of Project Progress to the Management.
- Planning and procurement of required material for execution of project  
Timely Billing to Client  
Budget Control thru Procurement. Annual/Project Budget Plan and monitoring. Complete purchase requisition thru SAP. Vendor Assessment and Development. Interaction with Finance for development of PO to get maximum tax benefit to KPTL.
- Identifying business prospects in Railway S & T works, Develop and implement the Railway S & T business plans, JV and consortium formation, tendering, Proposal preparation, estimation, negotiating contract terms and concluding contracts.
- Evolving regional Business Development plans and strategy for Railways, Metro,
- Liaison with nodal agencies DFCC, RVNL, IRCON, Railways, DMRC.
- Represent the company in the infrastructure and construction sector to conferences, Pre-bid meetings, seminars to get information required for business.
- Preparing financial and technical qualification documents for projects.
- Site survey for the raw material costs, leads and specific conditions prevailing at Site and applicable taxes requirements of the tender.
- Develop the vendor base in railway S & T to get competitive prices for S & T Materials

#### Competences :

Problem Solving

Decision Making

Negotiation Skills

Good Communication Skills

Integrity/Honesty

#### Skills :

Proficient in MS Office applications.

#### Education :

BE/Diploma Electronics

#### Experience :

10 to 15 years experience.