

## **JOB DESCRIPTION – EXECUTIVE (ENGINEERING)**

<b>JOB TITLE</b>	Executive (Engineering)	<b>DEPARTMENT</b>	Projects/Engg.
<b>REPORTS TO</b>	Gen. Manager (Marketing & Operations)	<b>CTC</b>	8.84 LPA
<b>LOCATION</b>	Kolkata	<b>TAKE HOME</b>	43k p.m. (+ reimbursements)

### **RESPONSIBILITIES:**

<b>Area</b>	<b>Key Activities</b>
<b>Comprehensive</b>	<ul style="list-style-type: none"><li>• Industrial Grass Root Projects</li><li>• Field Experience in Plants/ Units/ Projects is must.</li><li>• Progress Report Monitoring, Presentation &amp; Reporting to Stakeholders.</li><li>• Clear Understandings on P&amp;ID, Project/Monitoring and Layout</li><li>• Experience of, Tendering, Estimation, etc. related works</li></ul>

### **QUALIFICATIONS**

<p><b>Educational Qualifications</b></p> <ul style="list-style-type: none"><li>• B.Tech/B.E.(Mechanical or Chemical Engg)</li></ul> <p><b>Experience</b></p> <ul style="list-style-type: none"><li>• 4-5 Years of Work Experience in Oil &amp; Gas, Chemical/Process</li></ul> <p><b>Skill Set Requirement</b></p> <p><b>Technical:</b></p> <ul style="list-style-type: none"><li>• MS Office, Excel Proficiency, Power Point Proficiency</li><li>• Analytical skills so as to recommend and evaluate emerging needs.</li><li>• SAP or any other customised ERP Software</li></ul> <p><b>Behavioural:</b></p> <ul style="list-style-type: none"><li>• Strong leadership and interpersonal skills</li><li>• Professional work ethics</li></ul>
---