

ASSISTANT MANAGER – CONTRACTS

QUALIFICATIONS:

BE / B Tech – Civil / Construction / PGDMM

EXPERIENCE:

- 8-10 Years of proven experience in Contract Management / Vendor Management with a large scale organization. Candidate should be preferably from Real Estate Sector or Hospitality industry.

KEY RESPONSIBILITIES:

- Driving the overall Contracts process.
- Floating of enquiries / calling for quotations / tenders from contractors / vendors.
- Techno commercial assessment of bids received, comparison of quotes, rate analysis and finalization of rates for materials and services.
- Budgeting, Estimation, comparison of quotes, rate analysis and finalization of rates and cost for materials and services.
- Vendor Assessment, Vendor Management.
- Analyzing tenders, finalizing & negotiating contracts and appointing contractors.
- Drafting of Orders including relevant terms & conditions.
- Processing of proposals for appointment of Contractors for Internal Approvals.
- Preparing tender documents, work orders, purchase orders, BOQs, LOIs etc.
- Coordinating with architects, consultants and site engineering team for seeking clarifications as required.
- Monthly MIS reporting.

KEY SKILLS:

- Strong commercial and technical acumen.
- High degree of communication and excellent negotiation skills.
- SAP Knowledge.
- Proficiency with MS Office.

REPORTING TO:

General Manager – Projects

LOCATION:

Powai.

WEBSITE:

WWW.CHALETHOTELS.COM