



PR/109995 | Associate Manager- Tender

募集職種

人材紹介会社

ジェイエイシーリクルートメントインド

求人ID

1572889

業種

その他（商社）

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2026年01月20日 10:26

応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

日常会話レベル

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Role Overview

The role is responsible for end-to-end planning, execution, and management of greenfield factory construction projects. This includes ensuring timely delivery, cost efficiency, quality compliance, and adherence to safety standards. The position requires close coordination with government bodies, contractors, and internal teams, along with efficient resource management and post-construction aftercare.

Key Responsibilities

1. Project Planning & Execution

- Develop, monitor, and manage comprehensive construction schedules involving government approvals, contractors, and internal stakeholders.
- Support the selection and onboarding of consulting and engineering firms.
- Conduct site investigations including boring surveys; determine floor load requirements and structural specifications.

- Assist in the preparation and submission of project, environmental, and construction applications.
- Review and confirm basic design drawings, approve Value Engineering (VE) proposals, and finalize technical specifications.
- Manage the quotation process, evaluate bids, and lead cost and price negotiations.

## 2. Construction Management

- Oversee pre-construction activities and ensure readiness for project kick-off.
- Establish and validate safety inspection methods and ensure strict compliance at site.
- Monitor daily construction progress, troubleshoot on-site issues, and coordinate with stakeholders for resolution.
- Inspect foundations, concrete quality, and steel structures for compliance with standards.
- Verify installation and testing of plumbing, electrical power supply, and leakage tests.
- Conduct final inspections to confirm completion of construction as per specifications.

## 3. Quality Control & Safety

- Enforce strict adherence to construction quality standards and technical specifications.
- Perform routine site inspections, audits, and quality assessments.
- Implement HSE (Health, Safety & Environment) protocols and provide necessary training to site personnel.
- Prepare and maintain safety reports, incident logs, and corrective action plans.

## 4. Resource & Cost Management

- Plan and coordinate procurement of civil materials to ensure timely availability.
- Optimize utilization of manpower, machinery, and equipment.
- Track and control project expenditures; identify and recommend cost-saving opportunities.
- Maintain accurate records of material usage, consumption, and productivity.

## 5. Documentation & Reporting

- Maintain Daily Progress Reports (DPRs), quality checklists, and site logs.
- Prepare detailed weekly and monthly progress reports for management review.
- Document technical clarifications, site instructions, deviations, and change requests.
- Ensure complete and systematic archival of all project documentation.

## 6. Aftercare

- Manage post-construction building aftercare and warranty contracts.
- Define maintenance management processes and identify responsible departments.

## Experience

- Minimum 8 years of experience in civil construction project management.

## Skills & Competencies

- Demonstrated experience in managing greenfield industrial or infrastructure projects.
- Strong leadership, communication, and stakeholder management abilities.
- Proficient knowledge of construction methodologies, materials, and industry standards.

Strong understanding of HSE regulations, statutory requirements, and environmental compliance frameworks.

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.in/privacy-policy>  
Terms and Conditions Link: <https://www.jac-recruitment.in/terms-of-use>

---

会社説明