



VAPI GREEN ENVIRO LIMITED

Formerly known as Vapi Waste & Effluent Mgt. Co. Ltd.

VIA House, Plot No. 135, Char Rasta, GIDC VAPI - 396 195, Gujarat, INDIA

Mob.: 9714000828 | Tel.: (0260) 2428950, Telefax : (0260) 2429950 | Email : admin@vgelvapi.com

Website : www.vgelvapi.com | www.coevapi.com | CIN : U74210GJ1997GAP031525

Post : - Manager – Projects

Job Summary : - He will be responsible for handling company's ongoing and upcoming projects, ensure that all project requirements, deadlines, and schedules are on track. Responsibilities include submitting project deliverables, preparing status reports, and establishing effective project communication plans as well as the proper execution of said plans.

Duties / Responsibilities: -

- Coordinate internal resources and third parties/vendors for the flawless execution of projects.
- Ensure that all projects are delivered on-time, within scope and within budget.
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Ensure resource availability and allocation.
- Develop a detailed project plan to track progress.
- Use appropriate verification techniques to manage changes in project scope, schedule and costs.
- Regular discussion on project progress with Contractors/Consultants through Project site visits.
- Measure project performance using appropriate systems, tools and techniques.
- Report and escalate to management as needed.
- Cost control and Quality control.
- Perform risk management to minimize project risks.
- Track expenses of project and overheads like administration and statutory and control them as per the budget approved.
- Establish and maintain relationships with third parties/vendors.
- Create and maintain comprehensive project documentation.

Required Skills/Abilities: -

- Strong understanding of formal project management methodologies.
- Able to complete projects in a timely manner.
- Budget management experience.



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Qualification & Experience

- A bachelor's degree or master's degree in Chemical / Mechanical.
- 8-10 years of experience in the field of Project Management.

Age Criteria

- 35 – 40 Years

Candidate will need to relocate to Vapi (South Gujarat). Pay package is not constraint for the right candidate (negotiable). Interested candidates are requested to send or e-mail their resumes latest by 20/08/2023 at below mentioned communication details:

To,

HR Department,

Vapi Green Enviro Limited

Plot No.135, GIDC Char Rasta, Vapi - 396 195.

Tel: 0260-2428950,9714000828

E-mail: hr@vgelvapi.com