

JOB DESCRIPTION

Position / Designation : Contract Assistant	Number of Vacancy: 1
Department : Projects	Cell : Projects
Location : Bangalore	Reports To : Projects Head

Job Purpose : Contractual & Tendering Roles

Job Duties & Responsibilities

- Preparation of Contract documents consisting of general and special conditions of contract and bill of quantities with detail specification.
- Pre qualification of contractors/vendors
- Evaluation of tenders and Preparation of comparative statement.
- Finalization of contracts, preparation work order & agreement.
- Prepare cash flow for the project based on the construction schedule and other commercial terms of payments to the contractors and suppliers.
- Review monthly project cost between planned cost v/s actual cost and forecast effect of changes.

Job Requirements

Educational Qualification : B.E/Diploma

Work Experience : 4 – 6 years

Special Requirements : Auto Cad, MS Office

Key Competencies : Approvals for project costing and estimates. Also develop an effective system for overall project cost control, Provide Technical Assistance to contractors, as and when required, Coordinate with Architect, Contractors and other internal departments.

