

Job Description

Job Title	Project Manager	Department	Projects
Reporting To	Executive Director	Job Location	Mandi Gobindgarh, Punjab

Position Summary:(Purpose, expected results & degree of freedom)

The Project Head will be responsible for overall planning, execution, and monitoring of manufacturing projects, ensuring completion within defined timelines, budgets, and quality standards. The role requires strong leadership in managing cross-functional teams across engineering, procurement, fabrication, construction, and commissioning, while closely coordinating with senior management and key stakeholders.

Principle Job Responsibilities

1. Develop, implement, and monitor project execution plans, schedules, and budgets in alignment with business goals.
2. Lead and supervise multidisciplinary teams across engineering, procurement, fabrication, erection, and commissioning activities.
3. Ensure strict adherence to quality standards, industry codes, and statutory requirements.
4. Manage project budgets, optimize resource allocation, and oversee vendor negotiations to ensure cost efficiency.
5. Identify project risks, develop mitigation plans, and ensure proactive resolution of bottlenecks.
6. Drive safety culture by ensuring strict compliance with EHS (Environment, Health & Safety) standards.
7. Ensure timely project reporting, progress reviews, and alignment with top management expectations.
8. Foster a culture of accountability, teamwork, and continuous improvement within the project teams.
9. Build and maintain strong relationships with customers, consultants, vendors, and other stakeholders.
10. Any other responsibility as assigned by management from time to time.

Job Specification (Knowledge, Skill & Ability)

Qualification	Minimum: Bachelor's degree in Mechanical / Metallurgical / Civil Engineering Desirable: Master's degree in Engineering / Management
Experience	10-12 years of experience of setting up manufacturing project, managing end-to-end project execution.
Team strength	10

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Job Competencies	• Strong leadership and decision-making skills. • Excellent project planning, execution, and monitoring ability. • Expertise in resource optimization, vendor management, and contract negotiations. • Sound knowledge of industry standards, statutory regulations, and safety practices. • Strong communication, interpersonal, and stakeholder management skills. • Analytical thinking with problem-solving and risk management capability.
Performance Standards	• On-time project delivery within approved budget and quality standards. • Effective risk management and resolution of project bottlenecks. • High stakeholder satisfaction and smooth cross-functional coordination. • Continuous improvement in processes, productivity, and cost efficiency.
Career Progression	Opportunity to grow into Senior Leadership roles within Projects / Operations based on performance.
Total Reward	As per company norms.

Disclaimer: “Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.”

Sign - off: I have read and understand the contents of this Job Description and I shall discharge my responsibility to the best of my abilities and with utmost dedication.

<i>Individual Employee</i>	<i>Head of the department</i>	<i>Head Human Resources</i>