



JMC Projects (India)

JOB DESCRIPTION SHEET

JMC Projects (I) Ltd. is one of the fastest growing construction companies, with Rs. 1373 Crores annual turnover and order booked worth Rs. 4500 Crores is looking for self motivated **Civil Engineering Senior Professionals (Degree/Diploma) for its Building & Factories Division & Power projects.**

Job Title: AGM/ DGM – Projects (Site In-charge)

Qualification: - B.E. – Civil

Experience: - 15 – 20 Years

Reporting to: - Project Head

Key Responsibilities:

He shall be responsible for planning, organizing & directing the team of engineers and professionals, adhering to Contractual Obligations.

Duties and Responsibilities:

- Responsible for Conceptual Planning of the Project
- Responsible for Planning and Estimation of Site Infrastructure
- Responsible for Resource Mobilization
- Responsible for overall administration of the Project.
- Responsible for M.I.S. (Management Information System)
- Responsible for timely submission of monthly RA bills, labour bills, purchase bills. Also responsible for preparation and certification of Final Bills and reconciliation of material.
- Responsible to minimize wastage of Construction Material.
- Responsible for liaison with Client / Consultants
- Responsible for motivating and managing site personnel as team leader.
- Responsible for timely completion of project within the given time frame and maintaining quality of Work at all stages as per specifications.
- Responsible for preparation of budget, cash-flow and monitoring the expenses.