

Interested applicants are requested to send their resume along with the certificates, pay-slips of previous three months, experience certificates and other documents (request to be sent to hr@kiht.in on or before 05th May 2021 may be considered) for the Online interview scheduled on **07th May 2021**.

Consultant (Clean Room Infrastructure) – 01 Position

Terms of Reference:

- Supervising the works with the vendor
- Erection, Schedule & methodology including planning of machinery, manpower, material etc as per requirement.
- Execution as per Drawing and solving day to day activity problem.
- Planning and co-ordination of ongoing activity on site.
- Preparing weekly / monthly statements indicating planned targets & Achievements.
- Preparing monthly reconciliation statement of materials
- Maintain day to day activities with all plant and equipment
- Preparing MIS report and weekly progress report
- Follow ups with vendors for delivery of items as per schedule
- Preparing comparative statement of rates received from various vendors & finalization of rates.
- Checking of measurement and certification of sub-contractor's bill
- Detailed study of P.O., B.O.Q & Technical Specification of contract
- Ensure proper Housekeeping at site
- Follow the site safety instructions.
- Any other relevant tasks that may be assigned from time to time.

Eligibility:

- Qualification: Diploma with HVAC Clean room relevant experience
- Experience: At least 8 years of post-basic qualification work experience with in HVAC clean room, cold storage etc.
- Industrial relations, Sales, Strategic Planning, Knowledge in HVAC Clean rooms cold Storage facilities.
- Excellent Communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.

- Demonstrated ability to work in a multi-disciplinary team environment.
- Knowledge of Ms Excel, Power Point, Word is necessary.
- Willingness to travel
- Age up to 35 years.