



A TATA Enterprise

JOB DESCRIPTION

BASIC INFORMATION

Role Title:	Project Manager	Business:	Process Equipments
Department:	OTR	Age:	>40 years
Grade:	M4/M5	Designation:	DM/Manager

Qualifications

Educational:	B.E. / B.Tech in Mechanical with min 15 years of experience Diploma in Mechanical with min 20 years of experience
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ORGANIZATIONAL RELATIONSHIPS

Reporting Matrix:	Reporting:	Project Head
Roles Reporting to this position:	Direct Reporting:	
	Indirect Reporting:	

ROLE

The Project Manager will be responsible for end-to-end execution of projects related to process equipment such as pressure vessels, heat exchangers, distillation columns, and skid-mounted systems. The role involves planning, coordination, execution, and delivery of projects within defined timelines, cost, and quality standards while ensuring compliance with applicable codes and client specifications.

MEASURES

- On-time completion of projects as per contractual milestones
- Adherence to project budget and cost control targets
- Customer satisfaction and repeat business
- Compliance with quality standards and zero major NCRs
- Effective cash flow and billing milestones achievement
- Timely closure of project documentation

ACCOUNTABILITIES

ACCOUNTABILITIES (Key Responsibility Areas)

1. Project Planning & Execution

- Lead end-to-end execution of projects from order receipt to final delivery
- Prepare detailed project schedules, milestones, and resource plans
- Monitor progress and ensure adherence to timelines and contractual commitments

2. Client & Stakeholder Management

- Act as the single point of contact for clients
- Conduct regular review meetings and ensure timely communication
- Ensure alignment with client specifications and contract requirements

3. Technical Coordination

- Coordinate with engineering for design, drawings, and technical documentation
- Ensure compliance with applicable codes and standards (ASME, TEMA, API, etc.)
- Review and approve technical documents, datasheets, and specifications

4. Procurement & Vendor Management

- Plan and monitor procurement of raw materials and bought-out items
- Identify, evaluate, and manage vendors and subcontractors
- Ensure timely delivery and quality compliance

5. Manufacturing & Quality Control

- Coordinate with production/fabrication teams for smooth execution
- Ensure adherence to QA/QC procedures, inspection plans, and testing (NDT, hydrotest, etc.)
- Monitor stage-wise inspections and final product quality

6. Cost Control & Commercial Management

- Track project cost against budget and control overruns
- Monitor billing milestones, invoicing, and collections
- Ensure project profitability and effective cash flow management

7. Risk & Compliance Management

- Identify potential project risks and implement mitigation strategies
- Ensure compliance with statutory, safety, and quality requirements
- Maintain proper documentation and audit readiness

8. Logistics, Dispatch & Site Support

- Coordinate dispatch, logistics, and delivery schedules
- Support site activities including erection and commissioning (if applicable)
- Ensure smooth project handover and closure

9. Client & Stakeholder Management

- Act as single point of contact for clients
- Lead project review meetings and issue resolution
- Maintain positive relationships and Tata brand image

10. Reporting & Documentation

- Ensure timely progress reporting and complete project documentation
 - Ensure proper project close-out and handover
 - Support audits and internal reviews
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SKILLS

Functional Skills:

- Strong knowledge of process equipment manufacturing (Pressure Vessels, Heat Exchangers, Columns, Skids)
- Understanding of fabrication processes and industry codes (ASME, TEMA, API)
- Contract, specification, and change management

- Project planning & scheduling (MS Project/Primavera preferred)
- Cost control and cash flow management
- Risk assessment and mitigation
- Leadership and cross-functional coordination
- Client communication and negotiation
- Strong analytical and problem-solving skills

Behavioural Skills:

- Decision making ability
- Takes ownership and accountability
- Problem solving skills
- Adaptability & Flexibility in dynamic environment
- Time & Priority Management