

Job Purpose

The person will be responsible for overseeing the entire Contract Management Function, ensuring compliance and mitigating Risks. Role involves – Appointing Contractors, negotiating, drafting and managing contracts and its Commercial terms for Warehouse Construction.

Summary

Department: Contracts

Location: Wagle Estate – Thane

Job Title: Head – Contracts (Designation will depend on Experience and Fitment)

Reports to: MD

Job Dimensions

Principal Accountabilities

- Responsible for structuring, implementing and controlling the overall Contract Management function. Develop and deploy an effective procurement strategy.
 - Drive the implementation of SOPs for all the activities of the contracts team including defining TATs for all the contracts related activities.
 - Monitor deployment of procurement strategy on economies of scale and cost saving. Lead and participate in high value and complex transactions, overseeing negotiations, governance mechanisms and vendor performance.
 - Be responsible for awarding contracts effectively with budget approved for all disciplines of work including Civil, Finishes, MEP, consultancy services like Design, PMC etc.
 - Ensure proper Techno Commercial discussion and comparatives and recommend contractors / vendors. Monitor adherence to budgets and investigate any discrepancies.
 - Be proactive about future planning. Coordinate with verticals, regions and land acquisitions team to estimate the accuracy of material requirements.
 - Review material quality periodically and give feedback to vendors. Establish systems and controls to ensure purchase transactions are carried out with integrity.
 - Provide reports and MIS to management on timely basis.
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Person Specifications

Qualification & Experience

Essential:

- Engineering Degree with minimum of 15+ years of experience in Procurement, Supply Chain and Sourcing in Warehousing / Construction industry.
- Experience in leading Procurement function of well-established Warehouse, Industrial Parks or Construction Industry.

Skills & Abilities (Essential):

- Qualified in Engineering or Materials Management
- Experience of handling high value contracts for Project Management, services for maintenance, modifications, expansion of Projects
- Manage relationships with partners and vendors for long-term commitment from supplier community
- Knowledge of Materials Management in Real Estate
- Understanding of various laws and time-tested contracting and tendering processes
- Knowledge of basic financial management, forecasting and budgeting
- Excellent verbal and written communication skills
- Excellent negotiations skills