



# Birla Institute of Technology & Science, Pilani

Hyderabad Campus

General Administration Unit

<b>Position Title:</b>	<b>Commercial Manager</b>
<b>Reporting to:</b>	Head Infrastructure - Projects
<b>Location:</b>	BITS – Hyderabad Campus and will involve travelling to other two campuses located in Pilani and Goa.
<b>Brief Job Description:</b> <ul style="list-style-type: none"><li>➤ Lead and drive the bid management, content management, commercial management and commercial deal including target &amp; process setting.</li><li>➤ Performance tracking and escalations management to ensure providing timely &amp; efficient support to Project</li><li>➤ Preparing Work orders/ Purchase orders, PMC /Architect agreement(s)</li><li>➤ Checking Bills of contractors / vendors. In Coordination with accounts Department, PMC and Site engineers.</li><li>➤ Preparation of comparisons of price bids received from contractors/vendors,</li><li>➤ Prepare contractual and commercial aspects of any support works and service tenders required by projects, in consultation with Project and Commercial Managers.</li><li>➤ Provide expertise for tenders prequalification and processes bid list(s)/ tender board approvals.</li><li>➤ Participate in the technical and commercial evaluation of tenders and then leads the subsequent priced commercial evaluation of technically acceptable offers.</li><li>➤ Processed award recommendations and finalizes with successful contractor and the contract documentation. Validate the development and implementation of all contractor procedures for conformity with the Contract.</li><li>➤ Assist in evaluating contractors request for approval of vendors and subcontractors. Monitors performance of contractor's procurement activities in terms of timely delivery and quality.</li><li>➤ Assist in Statutory compliances.</li><li>➤ Assist project controls group in obtaining and assessing cost and progress data performance.</li><li>➤ Provides relevant data to the Contract Administration System and provides facilities for performance analysis of the historical tender / contract matters.</li><li>➤ Coordinate the final closeout of completed contract(s) by ensuring proper resolution of all outstanding issues.</li></ul>	
<b>Educational Qualification:</b> <b>CA/ICWA/M.com with 5 – 10 Years of experience</b>	
<b>Work Experience and Skills required:</b> <ul style="list-style-type: none"><li>• Capable of handling bidding and commercial management</li><li>• Good knowledge Finance and Accounts</li><li>• Must be a Team Player</li><li>• Good communication Skill</li></ul>	
<b>Remuneration: 10 – 12 Lakhs (CTC). Will not be a constraint for right candidate.</b>	



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