

GSPC LNG Limited

B-103, 1st Floor, IT Tower - 2, Infocity, Nr. Indroda Circle,
Gandhinagar - 382009, Gujarat, India.

www.gspcgroup.com

GSPC LNG Limited (The “Company” or “GLL”) is a Joint Venture company of Government of Gujarat (“GoG”), GoG undertakings including Gujarat State Petroleum Corporation Limited (“GSPC”) and Adani Enterprises Limited (“AEL”). GLL is setting up a LNG import and regasification terminal at Mundra port with an initial nameplate capacity of 5 MMTPA (the “Project”), expandable up to 10 MMTPA. Mundra port is the largest private port in India located on the north shores of the Gulf of Kutch near Mundra, Kutch district, Gujarat.

The Project is being set up within Adani Ports and Special Economic Zone area, on account of available port infrastructure as well as favourable berthing conditions for LNG ships. The LNG terminal, with an initial capacity of 5 MMTPA, is being constructed on reclaimed land. GLL is setting up necessary infrastructure for the Project comprising LNG storage tanks, regasification facilities, etc. The construction work commenced in 2014. Top international companies with relevant experience are performing the work as EPC contractors and Project Management consultant. With the major EPC contracts awarded and being executed, the project has achieved ~95% overall progress and is expected to commence operations in early 2018.

The LNG terminal employs state of art technology and the Company is looking for sincere and committed individuals with relevant expertise to operate and maintain the LNG terminal. The company follows progressive HR practices and believes in motivated individuals who can push the boundaries for organisational and individual growth.

GSPC LNG Ltd. invites applications from Indian nationals for filling up following posts as per category wise vacancies indicated against each post in Table-1. Following initial positions are required for the O&M team at Mundra, Gujarat.

Table - 1

S/N	Position	No. of Post
1	Shift Manager (Operation)	2
2	Shift Engineer (Operation)	2
3	Shift operator/Technician (Operation)	3
4	General shift Engineer/Officer (Maintenance-Mechanical)	1
5	General shift operator/Technician (Maintenance-Mechanical)	2
6	Shift Engineer (Maintenance-Electrical)	1
7	Shift operator/Technician (Maintenance-Electrical)	2
8	Shift Engineer (Maintenance-Instrument)	1
9	Shift operator/Technician (Maintenance-Instrument)	3
10	General shift Manager (HSE)	1
11	General shift Engineer/Officer (Fire)	1
12	General shift Engineer/Officer (Material - Warehouse)	1
13	General shift operator/Technician (Material Warehouse)	1
14	Officer (Finance)	1

1. HOW TO APPLY

- 1.1. Candidates will be required to send their CV along with covering letter and a copy of valid ID proof (Passport/Voter ID/Aadhar card) to gspclng.hr@gspc.in or by post addressed to President – GSPC LNG Ltd. B-103, 1st Floor, IT Tower - 2,

Infocity, Nr. Indroda Circle, Gandhinagar - 382009, Gujarat, India. Candidates are encouraged to apply through email.

- 1.2. The subject line of the email should clearly mention position title and Job code. Any application without position title and Job code will be rejected.
- 1.3. The Last Date for receipt of Application is 26th July, 2017. The onus is upon the prospective candidates to ensure receipt of application by the deadline and no late application shall be entertained.
2. Only full time Regular courses will be considered. This shall include all qualification(s) starting from Class X & XII examination, all Diploma(s), Graduation, Post Graduation, etc.
3. Relevant qualification for each position shall be from a recognised institute of repute. Diploma in Engineering qualifications (if applicable) should be recognized by respective State Board of Technical Education.
4. Minimum Essential Qualification(s), Minimum Essential Experience and Job responsibilities in respect of the above Posts are as indicated in below-

Position Description

Position Title	Shift Manager - Operations	No. of Post (s)	2	Job Code	0101
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POSITION SUMMARY

The position is responsible to plan and monitor the achievement of production targets and drive production improvement initiatives for controlling operational costs & producing products meeting the quality standards. It ensures compliance to safety / environmental guidelines and other statutory norms; address grievances and monitor functional performance and development of team members.

LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

Qualification: BE (Chemical) from a reputed institute

Experience: 7~10 years of relevant experience in hydrocarbon sector preferably with 5 years' experience in LNG terminal or liquefaction plant/ cryogenic plant

POSITION ACCOUNTABILITIES

Operations

- Plan the department/ shift production activities & monitor its execution for timely achievement of defined production targets
- Coordinate with departments for optimizing production and to meet plant profitability targets
- Provide resources for production and ensure efficient production of products

Productivity

- Generate ideas for improving efficiency/ productivity
- Plan & execute productivity, quality improvement and cost reengineering initiatives

Quality

- Monitor compliance to quality systems in order to ensure adherence to set quality standards
- Review plant quality audit reports, analyze deviations, conduct root cause analysis and drive corrective plans

Cost Management

- Ensure production delivery within budgeted costs through constant monitoring
- Monitor costs of utilities, indirect material etc.

Safety

- Maintain a strong HSE culture in the operations group.
- Ensuring that the Company safety policy is effectively implemented and that corrective measures are taken in a timely manner
- Ensure that adequate safety norms are followed by terminal personnel

- Ensure compliance with all regulatory requirements for plant operations

People Management

- Ensure production schedules are met through the development, motivation and effective utilization of employees
- KRA review of subordinates & providing supervision for competency enhancement
- Identify training needs of staff and co-ordinate with HR Department for implementing the same
- Handle issues related to employee safety, grievances etc.
- Communicate management policies, targets and philosophies to production staff.

KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> • Target Driven • Crisis Management Skills • Good People Management Skills • Time Management, Organizational and Multi-Tasking Skills • Leadership skills 	<ul style="list-style-type: none"> • Operation Systems Management • Equipment Operation Management • Technical Knowledge (Product & Process) • Knowledge of Business Excellence Initiatives • Orientation towards QHSE • Knowledge about Quality Systems • Knowledge on Statutory Compliances

Position Description

Position Title	Shift Engineer/officer - Operations	No. of Post (s)	2	Job Code	0102
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POSITION SUMMARY

The position is responsible to manage day to day production operations; monitor and achieve budgeted production targets and concurrently drive production improvement initiatives for controlling operational costs & improved quality standards.

LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

Qualification: BE (Chemical) from a reputed institute

Experience: 3 to 5 years of relevant experience in hydrocarbon sector. Experience in DCS operations is must.

POSITION ACCOUNTABILITIES

- Plan for the daily production operation & monitor its execution for timely achievement of the targets
- Plan & execute for productivity/ quality improvement & cost reengineering initiatives
- Handle IR issues related to employee safety, grievances etc.
- Guide & motivate subordinates/ operators through on the job guidance and training
- Ensure that equipment and production processes run safely, efficiently and cost effectively
- Incorporate concepts and quality techniques for improving productivity
- Handle and oversee quality assurance and business excellence initiatives
- Work closely and oversee Technicians to solve problems with machinery
- Providing training and technical support to employees
- Conduct safety training, ensure adherence to safety & environment norms
- Maintain daily logs and reports as per guidelines
- Report, Resolve and record daily issues relating to delays, bottlenecks, manpower

KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> Target Driven Team Working Decision Making Good People Management Skills Time Management, Organizational and Multi-Tasking Skills Crisis Management Skills 	<ul style="list-style-type: none"> Operation Systems Management Equipment Operation Management Technical Knowledge (Product & Process) Knowledge of Business Excellence Initiatives Orientation towards QHSE Knowledge about Quality Systems Knowledge on Statutory Compliances

Position Description

Position Title	Shift Operator/ Technician - Operations	No. of Post (s)	3	Job Code	0103
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POSITION SUMMARY

The position is responsible for the operation of a liquefied natural gas (LNG) - Liquefaction & Regasification facility and emergency response. To set the controls and observe gauges and other instrumentation to monitor progress and check for malfunctions, leaks and other faults.

LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

Qualification: Diploma in Chemical/ Electrical/ Mechanical/ Petroleum.

Experience: 3 to 5 years of relevant experience in hydrocarbon industry

POSITION ACCOUNTABILITIES

- Start, stop and operate equipment to maintain designated operating parameters
- Ensure the efficient performance of all gas and liquid processing units and associated equipment
- Monitor quality of product to ensure meeting specifications - Accountable for the management of pipeline operations activities in the shift
- Troubleshoot any production disturbances that may occur
- Unload LNG ships in a safe, efficient and timely manner
- Responsible for the general upkeep and maintenance of all facilities and equipment as needed
- Actively participate in safety and security program and initiatives
- Report risks and incidents to the appropriate personnel
- Perform all work in compliance with Company standards, procedures, and regulatory requirements
- Perform site checks and risk assessments before starting work
- Take appropriate action to resolve abnormal conditions
- Assist in the planning and performance of maintenance and repairs on compressors, engines, turbines, auxiliary equipment, pumps, process controls, and related equipment

KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> Problem Solving Skills Team Working Crisis Management Skills Interpersonal Skills 	<ul style="list-style-type: none"> Knowledge of General Operation Processes and Methods Working knowledge of tools, common appliances and devices

Position Description

Position Title	General Shift Engineer/ Officer - Maintenance (Mechanical)	No. of Post (s)	1	Job Code	0104
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POSITION SUMMARY

The position is responsible to attend and manage corrective and preventive maintenance to ensure maximum uptime of the equipment/ machines; responsible for allocation of jobs to operators/ technician and supervise them for quality maintenance work. It is responsible for record keeping & log book entries.

LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

Qualification: BE (Mechanical) from a reputed institute

Experience: 3 to 5 years of relevant experience in hydrocarbon sector

POSITION ACCOUNTABILITIES

- Plan and perform preventive and corrective maintenance of equipment's / machines
- Routine checking of equipment's / machines for proper functioning
- Plan and manage spare part availability for immediate attention to any breakdown
- Allocating work to a team of operator/ technician
- Reduce and maintain the breakdown to facilitate 365 days a year operation to meet production targets
- Carry out routine scheduled maintenance work and responding to equipment faults
- Carry out quality inspections and review of previous day work
- Organise routine servicing schedules
- Responding immediately to machinery breakdowns
- Responsible for trouble shooting & diagnosing breakdown problems
- Monitoring and controlling maintenance costs
- Coordination with other departments
- Maintain Records and equipment manuals as per guidelines

KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> Team Working Customer Service Interpersonal Skills Time Management Crisis Management Skills 	<ul style="list-style-type: none"> Management of Mechanical Systems and Equipment Upkeep Management of Gas Turbine Operations Problem Diagnosing and Resolution Ability Knowledge on Statutory Compliances Orientation towards QHSE

Position Description

Position Title	General Shift Operator/ Technician – Maintenance (Mechanical)	No. of Post (s)	2	Job Code	0105
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POSITION SUMMARY

The position is responsible to install, troubleshoot, repair and maintain plant equipment according to safety, predictive and breakdown maintenance systems and processes to support the achievement of the **Terminal's business goals and objectives**.

LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

Qualification: Diploma in Engineering (Mechanical)

Experience: 3 to 5 years of relevant experience in hydrocarbon sector

POSITION ACCOUNTABILITIES

- Install and maintain machines and the plant facility's equipment
- Provide emergency/unscheduled repairs of production equipment during production and perform scheduled maintenance repairs of production equipment as per plans
- Perform mechanic skills including, but not limited to, mechanical, electrical, pneumatic, hydraulic, troubleshooting and repair of production machines.
- Read and interpret equipment manuals and work orders to perform required maintenance and service
- Diagnose problems, replace or repair parts, test and make adjustments
- Perform regular preventive maintenance on machines, equipment and plant facilities
- Use a variety of hand and power tools, electric meters and material handling equipment in performing duties
- Detect faulty operations, defective material and report those and any unusual situations to concerned manager
- Comply with safety regulations and maintain clean and orderly work areas

KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> • Problem Solving Skills • Customer Service • Initiative • Crisis Management Skills 	<ul style="list-style-type: none"> • Knowledge of General Maintenance Processes and Methods • Working knowledge of Tools, Common Appliances and Devices

Position Description

Position Title	Shift Engineer/ Officer – Maintenance (Electrical)	No. of Post (s)	1	Job Code	0106
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POSITION SUMMARY

The position is responsible to attend and manage corrective and preventive maintenance to ensure maximum uptime of the equipment/ machines; responsible for allocation of jobs to operators/ technician and supervise them for quality maintenance work. It is responsible for record keeping & log book entries.

LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

Qualification: BE (Electrical) from a reputed institute

Experience: 3 to 5 years of relevant experience in hydrocarbon sector

POSITION ACCOUNTABILITIES

- Plan and perform preventive and corrective maintenance of equipment's / machines
- Routine checking of equipment's / machines for proper functioning
- Plan and manage spare part availability for immediate attention to any breakdown
- Allocating work to a team of operator/ technician
- Reduce and maintain the breakdown to facilitate 365 days a year operation to meet production targets
- Carry out routine scheduled maintenance work and responding to equipment faults
- Carry out quality inspections and review of previous day work
- Organise routine servicing schedules
- Responding immediately to machinery breakdowns
- Responsible for trouble shooting & diagnosing breakdown problems
- Monitoring and controlling maintenance costs
- Coordination with other departments
- Maintain Records and equipment manuals as per guidelines

KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> • Team Working • Customer Service • Interpersonal Skills • Time Management • Crisis Management Skills 	<ul style="list-style-type: none"> • Management of Electrical Systems and Equipment Upkeep • Management of Gas Turbine Operations • Problem Diagnosing and Resolution Ability • Knowledge on Statutory Compliances • Orientation towards QHSE

Position Description

Position Title	Shift Operator/ Technician – Maintenance (Electrical)	No. of Post(s)	2	Job Code	0107
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POSITION SUMMARY

The position is responsible to install, troubleshoot, repair and maintain plant equipment according to safety, predictive and breakdown maintenance systems and processes to **support the achievement of the Terminal's business goals and objectives.**

LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

Qualification: Diploma in Engineering (Electrical)

Experience: 3 to 5 years of relevant experience in hydrocarbon sector

POSITION ACCOUNTABILITIES

- Install and maintain machines and the plant facility's equipment
- Provide emergency/unscheduled repairs of production equipment during production and perform scheduled maintenance repairs of production equipment as per plans
- Perform mechanic skills including, but not limited to, mechanical, electrical, pneumatic, hydraulic, troubleshooting and repair of production machines.
- Read and interpret equipment manuals and work orders to perform required maintenance and service
- Diagnose problems, replace or repair parts, test and make adjustments
- Perform regular preventive maintenance on machines, equipment and plant facilities
- Use a variety of hand and power tools, electric meters and material handling equipment in performing duties
- Detect faulty operations, defective material and report those and any unusual situations to concerned manager
- Comply with safety regulations and maintain clean and orderly work areas

KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> • Problem Solving Skills • Customer Service • Initiative • Crisis Management Skills 	<ul style="list-style-type: none"> • Knowledge of General Maintenance Processes and Methods • Working knowledge of Tools, Common Appliances and Devices

Position Description

Position Title	Shift Engineer/ Officer – Maintenance (Instrument)	No. of Post (s)	1	Job Code	0108
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POSITION SUMMARY

The position is responsible to attend and manage corrective and preventive maintenance to ensure maximum uptime of the equipment/ machines; responsible for allocation of jobs to operators/ technician and supervise them for quality maintenance work. It is responsible for record keeping & log book entries.

LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

Qualification: BE (Instrumentation) from a reputed institute

Experience: 3 to 5 years of relevant experience in hydrocarbon sector

POSITION ACCOUNTABILITIES

- Plan and perform preventive and corrective maintenance of equipment's / machines
- Routine checking of equipment's / machines for proper functioning
- Plan and manage spare part availability for immediate attention to any breakdown
- Allocating work to a team of operator/ technician
- Reduce and maintain the breakdown to facilitate 365 days a year operation to meet production targets
- Carry out routine scheduled maintenance work and responding to equipment faults
- Carry out quality inspections and review of previous day work
- Organise routine servicing schedules
- Responding immediately to machinery breakdowns
- Responsible for trouble shooting & diagnosing breakdown problems
- Monitoring and controlling maintenance costs
- Coordination with other departments
- Maintain Records and equipment manuals as per guidelines

KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> • Team Working • Customer Service • Interpersonal Skills • Time Management • Crisis Management Skills 	<ul style="list-style-type: none"> • Management of Instrumentation Systems and Equipment Upkeep • Management of Gas Turbine Operations • Problem Diagnosing and Resolution Ability • Knowledge on Statutory Compliances • Orientation towards QHSE

Position Description

Position Title	Shift Operator/ Technician – Maintenance (Instrument)	No. of Post (s)	3	Job Code	0109
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POSITION SUMMARY

The position is responsible to install, troubleshoot, repair and maintain plant equipment according to safety, predictive and breakdown maintenance systems and processes to **support the achievement of the Terminal's business goals and objectives.**

LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

Qualification: Diploma in Engineering (Instrumentation)

Experience: 3 to 5 years of relevant experience in hydrocarbon sector

POSITION ACCOUNTABILITIES

- Install and maintain machines and the plant facility's equipment
- Provide emergency/unscheduled repairs of production equipment during production and perform scheduled maintenance repairs of production equipment as per plans
- Perform mechanic skills including, but not limited to, mechanical, electrical, pneumatic, hydraulic, troubleshooting and repair of production machines.
- Read and interpret equipment manuals and work orders to perform required maintenance and service
- Diagnose problems, replace or repair parts, test and make adjustments
- Perform regular preventive maintenance on machines, equipment and plant facilities
- Use a variety of hand and power tools, electric meters and material handling equipment in performing duties
- Detect faulty operations, defective material and report those and any unusual situations to concerned manager
- Comply with safety regulations and maintain clean and orderly work areas

KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> • Problem Solving Skills • Customer Service • Initiative • Crisis Management Skills 	<ul style="list-style-type: none"> • Knowledge of General Maintenance Processes and Methods • Working knowledge of Tools, Common Appliances and Devices

Position Description

Position Title	General Shift Manager -HSE	No. of Post (s)	1	Job Code	0110
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POSITION SUMMARY

The position is responsible for the review, development, implementation and monitoring of the Terminal's Health and Safety management systems. The position holder must ensure the safety of employees, visitors and contractors in line with current health and safety standards and associated rules

LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

Qualification: BE from a reputed institute with Diploma in Industrial Safety

Experience: 7~10 years of relevant experience with minimum 5 years of experience in health, safety and environment in hydrocarbon industry. Experience in LNG terminal shall be preferred.

POSITION ACCOUNTABILITIES

HSE Policies and Procedures

- Review, develop and implement health and safety policies, procedures and guidance, in keeping with best practices and applications
- Promote good health, safety and environmental practices for all Terminal activities
- Devise, develop and monitor effective Risk Assessment management strategies and make recommendations on the implementation of these strategies
- Monitor, evaluate and review existing, new and upcoming health and safety rules and ensure that the Terminal has systems and procedures in place to meet legal compliance
- Ensure that rigorous risk assessment and accident management systems are in place
- Undertake risk assessment processes to identify hazards and to ensure that appropriate control measures are in place.
- Design and deliver training sessions & comprehensive and relevant information to employees on key areas of Terminal activity in relation to health, safety and environment systems and procedures
- Ensure that appropriate records are maintained in compliance with legal requirements

Monitoring Performance

- Propose, implement and monitor measures necessary to comply with HSE rules
- Carry out or arrange workplace safety audits and ensure that any remedial recommendations are implemented
- Ensure that statutory requirements are being upheld throughout the Terminal

Health and Safety

- Investigate or arrange for all accidents and near-misses be investigated, prepare report of findings, including recommendations to prevent recurrence and implement approved course of action
- Maintain accident/ deviation statistics, analyse trends and take remedial action where necessary
- Liaise with other agencies and relevant authorities and provide assistance and cooperation concerning audits and remedial actions
- Develop procedures to ensure that contractors, suppliers and other irregular visitors comply with relevant Terminal health and safety policies
- Undertake regular Terminal safety inspections in conjunction with concerned authorities

Environmental Management

- Be the catalyst for activity and commitment to environmental management
- Identify opportunities for continuous environmental improvement and implement programmes to ensure legal compliance and reduce risk of non-compliance
- Promote and coordinate the integration of environmental management and sustainability issues into policies, rules, products, services and operations
- Represent the Company with local and national health, safety and environment bodies
- Manage and control the plant's recycling and waste management procedures
- Provide technical support to the Maintenance Department on projects and on building modifications that have environmental impacts and aspects

KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> People Management Skills Liaisoning Skill Listening Skills Crisis Management Skills Problem Solving Skills 	<ul style="list-style-type: none"> Knowledge of HSE Standards Terminal safety Hazard Identification techniques HSE Risk assessment Orientation towards QHSE Knowledge on Statutory Compliances

Position Description

Position Title	General Shift Engineer/Officer - Fire	No. of Post (s)	1	Job Code	0111
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POSITION SUMMARY

The position is responsible for promoting good fire safety practices across the Terminal and **ensuring the effective day to day management of the 'fire safety within plant'**. It is responsible for ensuring and maintaining fire safety for the facility; implement preventative measures, maintain terminal safety standards, create and implement safety policies and train in appropriate fire safety procedures.

LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

Qualification: BE (Chemical/ Electrical/ Mechanical) from a reputed institute with additional professional qualifications in Fire & Safety Management Systems.

Experience: 3~5 years of relevant experience in hydrocarbon sector with minimum 2 years of experience in fire safety.

POSITION ACCOUNTABILITIES

- Implement fire safety policies, protocols and procedures
- Perform regular fire safety inspections to meet the necessary fire safety codes and regulations
- Respond to fire emergencies, investigate and report the causes of fire and take appropriate actions
- Maintain all fire safety equipment such as fire extinguishers and other fire-suppression equipment
- Provide education and training to all company and facility staff members.
- Ensure that all staff are adequately aware of fire safety code and preventative measures in order to facilitate the safety of a Terminal and its employees and reduce violations
- Identify any code of violations or failures to adhere to appropriate regulations and address the same
- Assist in Firefighting certification
- Maintain a robust Fire safety inspection program
- Audit of Fire safety equipment's
- Assist in crisis / risk management and contingency planning

KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> People Management Skills Liaisoning Skill Crisis Management Skills Problem Solving Skills Surveillance Skills 	<ul style="list-style-type: none"> Knowledge of fire extinguishers and other related fire prevention and suppression equipment. Knowledge of Safety Standards Knowledge on Statutory Compliances Orientation towards QHSE

Position Description

Position Title	General Shift Engineer/Officer - Materials (Warehouse)	No. of Post (s)	1	Job Code	0112
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POSITION SUMMARY

The position is responsible for receipt, arrangement of inspection and issue of material, spares etc. to the concerned department through systematic monitoring of material in stores, control of inventories and need based requirement planning within stipulated norms/parameters of cost, quality and stores management systems.

LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

Qualification: BE (Electrical / Mechanical) from a reputed institute with Post Graduate Diploma in Material Management

Experience: 3 to 5 years of relevant experience preferably in the hydrocarbon sector

POSITION ACCOUNTABILITIES

Purchase

- Procure materials including spares, components, consumables etc. and ensure timely availability and quality as per the defined parameters/ specifications.
- Interact & follow-up with suppliers for on-time delivery of materials as per schedule
- Monitor proper accounting of materials received & inventory levels within stipulated norms.
- Maintain cordial relationship with all vendors.
- Liaise with Finance/ Accounts Department to ensure accurate and timely payment of supplier invoices
- Ensure that all the records related to orders placed, receipt & issue details are maintained properly

Warehouse

- Coordinate the activities of receipt, storage and issue of materials in the warehouse for uninterrupted terminal operation
- To maintain Inventory as per plans and requisitions
- Monitor inventory levels and ensure that materials/ components are properly stocked and maintained
- Ensure data analysis and implementation of stores and inventory management system
- Maintain effective coordination with indenting departments
- Generate management information reports

KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> • Team Working • Decision Making • Customer Service • Interpersonal Skills 	<ul style="list-style-type: none"> • Managing Budgets and Resources • Inventory Management • Technical Knowledge of Item being Procured • Orientation towards QHSE • Knowledge of related materials used in hydrocarbon industry

Position Description

Position Title	General Shift Operator/ Technician - Materials (Warehouse)	No. of Post (s)	1	Job Code	0113
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POSITION SUMMARY

The position is responsible to receive materials from the suppliers and store it safely after validating; and issue the material to the respective departments.

LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

Qualification: Diploma in engineering.

Experience: 3 to 5 years of relevant experience in similar field

POSITION ACCOUNTABILITIES

- Responsible for stores receipt, i.e. receiving of the component/ material
- Accounting of the material, visually inspecting, and checking the documents
- Stock the materials as per norms
- Timely issue of material to indenting department
- Physical verification of the material received compared to the order
- Assist in stock audits
- Ensure implementation of FIFO system
- Disposal of waste and scrap in line with company policies

KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> • Ability to Organize • Team Working • Customer Service • Interpersonal Skills 	<ul style="list-style-type: none"> • Inventory Management • Good stock management & cycle counting • Knowledge of software package like MS-Office • MIS

Position Description

Position Title	Officer - Finance	No. of Post (s)	1	Job Code	0114
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POSITION SUMMARY

This position is responsible for preparation and disbursement of employee salary & expenses. It handles filing of statutory returns related to Salary, Contractors, Rent & other statutory retiral benefits.

LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

Qualification: CA/ MBA (Fin) from a reputed institute

Experience: 3~5 year of relevant experience in accounts

POSITION ACCOUNTABILITIES

- Accurate processing of employee master & other relevant data for salary preparation & timely disbursement
- Timely approval & payment for employee/ contractor/ statutory expense bills/ cash vouchers
- Ensure proper & prompt calculation and payment of retiral benefits (like PF, Gratuity, Superannuation) and full & final settlement of ceased employees
- Resolve employee queries related to salary / expenses disbursement
- Ensure all statutory compliances like PF, ESI, TDS, Sales Tax, Service Tax, & FBT etc. within stipulated timelines and regulations
- Ensure timely statutory e-payments
- Maintain & monitor the employee loan / advance status & its corresponding deductions
- Ensure proper monthly financial closing in coordination with all relevant departments & vouchering of provisions on monthly basis
- Facilitate accounts audits, address queries of statutory, cost and tax auditors, coordinate with user departments to close open items

KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> • Interpersonal Skills • Conceptual and Analytical Skills • Communication Skills • Decision Making Skills • Team Work 	<ul style="list-style-type: none"> • Knowledge of Accounting Processes, Practices, Norms and Standards • Knowledge of Statutory Compliances • Well versed with Income Tax, PF & Gratuity Regulations • Good all round understanding of Accountancy and Audit Practices • Good IT Skills