

SN	Functions	Roles	Qualifications	Skills
1	Business Development	Management trainee till HOD, Senior Mgt.	Graduate/PG/ MBA preferred	Excellent Communications, Should smell business opportunities
2	Corporate Communications	Management trainee till HOD, Senior Mgt.	Graduate/PG/ MBA preferred	Excellent verbal and written Communications, Contacts with media and relevant organizations
3	Liaisoning Department	Officer till General Manager / HOD	Graduate/ Architects/Engg preferred	Social skills, Negotiator, Network, Excellent Follow up, Patience
4	Marketing	Management trainee till HOD, Senior Mgt.	Graduate/PG/ MBA preferred	Communications, Creativity, Market trends, Strategies
5	Sales	Officer till General Manager / HOD	Graduate/MBA	Target oriented, Convincing power, Negotiator, Excellent Follow up, Achiever.
6	Legal	Officer to Sr. Advocate till HOD	Graduate/ LLB/ LLM	Interpretations, Detailing, Documentations, Representations
7	HR/Payroll /ESS/Training	Officer till HOD	Graduate/PG : MBA	Patience, Social interactions, Confidentiality, Clarity in communications, Motivator
8	IT	Officer till HOD	Graduate/PG Computer applications	Both hardware and software knowledge, Licences, Ability to keep self updated with latest technologies, ERP and other software applications.
9	Administration	Officer till HOD	Graduate	Strict follower of policies, Time management, Excellent coordinator, communications, team management.
10	Procurement	Officer till HOD	Graduate/PG	Integrity, Keen in learning new products in the market, Data management, Negotiator, Follow up

11	Finance	Executive till HOD, Senior Mgt	Graduate/PG/ CA/MBA	Logical, Love for matrix (Analysis, Sensitivity), Cash flow management, Statutory requirements, Presentations
12	Accounts	Executive till HOD	Graduate/PG/ CA	Logical, Accounting (Ledger, balance sheets), Statutory requirements, Taxation
13	Coordinator	Project coordinator to Senior Mgt	Graduate/PG/ MBA	Leadership, strong technical knowledge, Framing strategies, Excellent Communications, Planning, Presentations, Should be efficient and effective Multitasker.
14	Planning	Engineer till HOD, Senior Mgt	Civil Engineering Graduate/PG/ Planning Software	Logical, analytical, Curious, Listener, Documentation, Detailing, Presentations to Senior Mgt. third party, Time Management.
15	Monitoring & Controlling	Engineer till HOD, Senior Mgt	Civil Engineering Graduate/PG	Logical, analytical, Cash Flow management, Presentations to Senior Mgt. third party, Documentations of Multiple projects (MIS), Time Management.
16	Cost Management	Engineer till HOD, Senior Mgt	Civil Engineering Graduate/PG/ Cost Management Software	Maths lover, Logical / analytical matrix, Negotiator, Centralized Contractual Documentations and billings, Time management, Presentations
17	Tendering	Engineer till HOD	Civil engineering graduate/PG	Maths lover, Logical / analytical matrix, study of competitors strategies
18	Contracting	Engineer/Officer till HOD	Graduate/PG	Interaction with various agencies, data analysis and interpretation of contractual documents/clauses.
19	Sub- contracting	Engineer/Officer till HOD	Graduate	Analysis, negotiation.

20	Design	Architects till HOD, Senior Mgt	Architects Graduate/PG/ Design Software	Creativity, coordination, team player, Communications, Presentations
21	Quality	Officer till HOD	Graduate/PG	Auditors, Mindset of Researcher, Time management, Team player, Excellent coordinator, communications
22	EHS	Officer till HOD	Graduate/PG	Socially active, Vigilant, Time management, Team player, Excellent coordinator
23	Services	Engineer till HOD	Electrical / Mechanical Engineering Graduate/PG	Team player, Coordination, problem solver, communications
24	Equipment	Engineer till HOD	Electrical / Mechanical Engineering Graduate/PG	Leader, Technical knowledge, Framing strategies, Excellent Communications.