

Job Description: Project Manager - Rail and Transit Projects

Meinhardt is seeking a Project Manager - Rail and Transit Projects to joining its Bangalore Office

Job Location: Bangalore

Job Type: Full Time

Job Summary:

This is an excellent opportunity to be involved with Infrastructure Transit/Rail Projects for our Key Overseas and Indian Clients. Qualified applicants will be able to demonstrate Technical and Managerial Experience in Rail and Transit Projects. The objective of the position is to lead the multi-disciplinary team as a Project Manager and deliver efficient Rail and Transit Project delivery to our clients. In Addition, it is expected that the successful candidate in this position closely collaborates with Civil/Roadway, Structural and Architectural Design Teams

Job Responsibility:

- Leads the Rail/Transit (Multiple) Projects of various scale
- Leads the Multi-Disciplinary Team
- Handle Client's Technical Meetings/ Discussion
- Provides Support to Design Mangers and Discipline Leads for the project
- Effective Project Management through Budget Control, Time Control, Cost Control Measures and appropriate staff input requirements
- Prepare Project Execution Plan (PEP) for the Project including Staffing Plan, List of Deliverables, Progress Monitoring Mechanism/Tacker and Inter- Disciplinary Checks (IDC's)
- Ensure Compliance and Implementation to PEP
- Preparation of Monthly Project Reports for Submission to Client as well as for Organisational Purpose
- Timely Billing and Collections for the project
- Effective Contract Management including timely/required contractual communications
- Carry out regular projects review meeting (weekly/Fortnightly) for review of project and providing necessary directions to the project team & technical team – Internal meetings & External meetings with Client and other stakeholders
- Approval of Vendors/Sub-Consultants Invoices and Certification of work done
- Provide Technical Inputs (Approach Methodology, Work Plan, Schedule) and engage in discussion for Project Delivery aspects during the bidding/bid submission of Rail/Transit Projects
- Review of the technical outputs (drawings and design reports) and error rectification before submission to the client

Education requirements

Bachelor in Engineering/Technology (Preferable Civil/Mechanical) - Mandatory

Master's Degree or any Specialisation in Rail/ Track - Preferable

Relevant Industry Work Experience

Min. - 15 Years post Bachelor's Degree

Max. <20 Years post Bachelor's Degree

Skill SetsFunctional –

- Should have full understanding of Rail and Transport Projects.
- Should be able to lead and mentor the multidisciplinary project team
- Should have necessary experience in client facing roles.
- Should have exposure to India Projects (Mandatory) and Overseas Project (Preferred)
- Should have fair understanding of the Business Development aspects of the Rail/Transport Projects of various scales

Soft Skills -

- Leadership Quality
- Effective Communication and Documentation
- Good time management and proactive approach
- Patience and ability to remain calm in stressful situation.
- Willingness to learn the Railway codes design codes and specifications of other countries
- Result Oriented - Should be able to thrash the constraint and move forward to achieve Project progress.

- Ability to transfer knowledge and experience

Software -

- Good hands-on exposure to MS office packages
- MS Project/ Prima Vera - Mandatory
- AutoCAD Civil 3D, Open Rail, BIM - Preferred

Job Description: Project Planner and Scheduler

Meinhardt is seeking a Project Planner and Scheduler to joining its Bangalore Office

Job Location: Bangalore

Job Type: Full Time

Job Summary:

This is an excellent opportunity to be involved with Infrastructure Projects for our Key Overseas and Indian Clients. Qualified applicants will be able to demonstrate Planning and Scheduling Experience. The objective of the position is to Support the Project Manager in ensuring efficient project delivery within the time, cost and resources planned for the project.

Job Responsibility:

- Take complete Leadership and accountability for the schedule planning, coordinate tasks, and monitoring of the project timelines
- Work along with Project Manager and Coordinator to identify the tasks/deliverables, resource allocation and setting up the progress monitoring mechanism
- Prepare a Baseline schedule for the project. Analyse critical path and constraints to determine effect of changes to schedule
- Updating the schedule and comparing the actual work performed against the baseline program
- Carry out Resource Mapping and Resource Levelling activities
- Create a project Dashboard and progress curves to summarise the monthly as well as Milestone wise progress
- Support the PM in monthly progress reporting and preparation of Monthly Project Reports, including Reporting on project statuses, progress and earned value, to support financial forecasting and any necessary corrective action trends, invoicing, and Collections
- Carry out regular projects review meeting (weekly/Fortnightly) and sensitise the team with the identified potential scheduling delays, related risks and facilitate remedial action – Internal meetings & External meetings with Client and other stakeholders
- Handle Client's Technical Meetings/ Discussion with respect to the planning and scheduling functions

Education requirements

Bachelor in Engineering/Technology - Mandatory

Master's Degree or any Specialisation in Project Management/Planning and Scheduling - Preferable

Relevant Industry Work Experience

Min. - 5 Years post Bachelor's Degree

Max. <10 Years post Bachelor's Degree

Skill SetsFunctional –

- Should have worked with Consulting firms for Design Projects.
- Should have full understanding of Design Projects and its Deliverables.
- Demonstrable capability in Project Scheduling and Understand and has utilised Critical Path Analysis, Earned Value Techniques, and Basic project management skills

Soft Skills -

- Attention to Interface / Interdisciplinary understanding, Coordination skill,
- Leadership Quality
- Effective Communication and Documentation
- Patience and ability to remain calm in stressful situation.
- Result Oriented
- Ability to transfer knowledge and experience

Software -

- Primavera P6 and Microsoft Project - Mandatory