

Position : Project Manager

About the organisation:

Mehta Plast Corporation has been in the business of Plastic and Signage Industry since 1977. Located in Jaipur, Rajasthan, the organization work ranges from acrylic cut glow signs to large format solvent backlit translites to Oil companies Retail Visual Identity viz Monolith, Pylon, Totem, High Mast Signage and ACP Cladding. MPC's key strengths lie in its state of the art machinery and advanced equipment along with its technically skilled, highly experienced and strongly motivated hard working team.

Job Brief:

Candidates having experience in Administration, Operations and Finance domain. We are looking for Project Managers who are comfortable to work at office location-Jaipur, visit site locations if required or Visit Client state & divisional offices on requirement basis.

- Be present at location of engagement or office.
- Recording of Purchase Orders and creation of pre estimates.
- Verify and validate Purchase Ordered Quantity with officers.
- Packing List Creation for Dispatch and Aligned task for dispatch.
- Verify and validate final quantity used at site and making of Post estimate
- Invoice management
- Follow up of payments on mail and required documentation work.
- Overall project requirement & working

Job Requirement :

- Education Qualification- graduate with good computer skills
- Working knowledge of Microsoft Excel, Microsoft word & Power Point.
- Knowledge and experience of managing Google sheets.
- Excellent client-facing communication skills
- Advanced time management and team work capabilities.
- Strong interpersonal skills and responsibility taking ability.