

#### 4. Project Engineer

##### **Responsibilities:**

- Assists in preparation and implementation of Project Execution Plan (PEP).
- Attends the Weekly Progress Meetings (Internal as well as with Client) and assist in preparation of Minutes Of Meetings.
- Monitors work in progress and prepares weekly report of the status of each assignment.
- Ensuring all procedures and calculations are submitted to the client for review and approval.
- Coordinates materials and assists in the logistics, its shipment and receipt at construction site.
- Coordinates with all project related personnel (onshore and offshore) on day-to-day progress of work activities, procurement and operations to ensure timely completion of the project.
- Provide full support as required by the Management and PMT for all projects.

##### **Requirements:**

- Degree in Engineering (Mechanical/Civil)
- Min 5 years relevant experience in Oil & Gas and Offshore Construction industry with construction and project coordination experience in onshore construction (EPCIC and/or offshore installation).
- Must have experience working offshore for at least 2-3 yrs and strong knowledge in Offshore construction and Installation operations.
- Ability to travel as and when required.