

## **JOB DESCRIPTION- Project Coordinator & Project Analyst**

### **Major Responsibilities:**

#### ***Projects:***

- Project Planning, Scheduling & Project Monitoring
- Project Coordination- with Design team, Supply Chain team, Vendors, Contractors and Clients
- Contractor Management
- Involvement in negotiating, selecting and finalizing the vendors and contractors
- Site Management & Risk Mitigation Management
- Cost Control & Cash Flow Management
- Resource Planning & Site Execution
- Reporting
- Documentation
- Excellent Analytical, Interpersonal Skills and Communication Skills

### **Other Responsibilities:**

#### ***Business Development & Tendering:***

- Active involvement in tendering process
- Active involvement in techno-commercial offer prep
- Actively involvement in contract finalization
- Reporting
- Documentation

**Solar Experience:** 4-6 years

**Position:** Project Coordinator & Project Analyst

**Department:** International Projects & International Business

**Reporting:** Assistant VP

**Travel frequency:** Twice a month

**Concerned Locations:** South East Asia, Middle East, Africa, Sri Lanka, and Nepal