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IRM Energy Ltd.



JOB DESCRIPTION

Position Level: Sr. Engineer/ Assistant Manager (Project Monitoring & Control)	Department: Projects
Location: Head Office, Ahmedabad	Reports to: Head - Projects

COMPANY OVERVIEW

IRM Energy Ltd. (A Group Company of Cadila Pharmaceuticals Ltd) is an integrated value driven energy enterprise developing Natural Gas distribution projects (CNG: Compressed Natural Gas & PNG: Piped Natural Gas) across districts in the country for customers in industrial, commercial, domestic and transport sector. The company is committed towards contributing to the energy need of its consumers.



Job Summary

A project monitoring role in the City Gas Distribution (CGD) industry involves overseeing project progress against schedules and budgets, ensuring compliance with safety and regulatory standards, and facilitating communication among stakeholders. Key responsibilities include conducting site inspections, tracking contractor performance, managing project documentation, and identifying and mitigating potential risks and bottlenecks to ensure timely and cost-effective project completion.



Key Responsibilities

- Prepare and maintain detailed project schedules, defining milestones and resource allocation.
- Monitor project progress against planned schedules and timelines.
- Identify deviations, bottlenecks, and potential risks affecting project execution.
- Analyze project issues and implement corrective actions to maintain schedules and budgets.
- Ensure timely completion of project activities in line with scope and objectives.
- Maintain comprehensive project documentation, including progress reports and risk logs.
- Prepare and submit status updates for management review.
- Coordinate with cross-functional teams to ensure alignment of project activities.
- Liaise with contractors, vendors, and stakeholders to facilitate smooth project execution.
- Support effective communication and information flow across all project participants.



Required Qualifications

- B.E / B.Tech. or above in Mechanical/ Electrical/ Instrumentation Engineering/ Petroleum Engineering.
- 3–7 years of relevant experience in project monitoring, planning, and control.



Skills & Competencies

- Proficiency in Primavera P6, MS Project, and Excel-based scheduling tools.
- Strong analytical and organizational skills for monitoring project performance.
- Excellent documentation and reporting abilities.
- Good communication and interpersonal skills for effective coordination.
- Ability to work in a dynamic, multi-disciplinary project environment.
- Attention to detail and ability to work under tight deadlines.
- Commitment to safety and environmental sustainability