

**Requisition ID:** 2016013

**Job Position:** Manager (Service Contracts)

**Location:** Ahmedabad

**Job Summary:** Provide assistance to DGM contracts

**Key Rules & Responsibilities:**

- Coordination for techno-commercial queries.
- Invoices & Payments, Record keeping & data mgmt. for Audits.
- Follow-up for release of payments to Contractors.
- Assist DGM Contract Mgmt. in contracting activities for hiring of Drilling rig, mud engineering, cementing wire line completion rig work over rig, HF logging etc.
- Administer contract performance, including delivery, receipt, warranty, damages and insurance.
- Reconcile or resolve value discrepancies.
- Maintain Contract Execution Tracking Log, Procurement tracking.
- Assist in formulation of terms & conditions of tenders, service orders to identify and mitigate commercial risk.
- Track & manage contemplated change notices and change orders in the database.

**Qualification and Experience:**

- Minimum Qualification: Engineer/MBA
- Experience: Minimum 3 Years of experience in oil and gas industry and CBM operations

**Key Competencies:**

- Team working skills
- Problem solving skills
- IT skills