

General Manager

Chilworth Technology (Pvt.) Limited

(A subsidiary of the UK Company, Chilworth Holdings Ltd)

Overall Objective :

Chilworth Technology Pvt. Limited is one of the Chilworth Group of Companies providing services in the environment, process safety and related areas to companies around the world. Chilworth has world-class expertise in areas that include explosion prevention, chemical reaction hazards (runaway reactions), dust explosions, static electricity, HAZOP, hazardous area classification. Chilworth Group's main clients are usually world-class companies in the fields of pharmaceuticals, fine and bulk chemicals, Oil and Gas, Fertilizer and other chemical food processing areas. Chilworth Technology Pvt. Ltd., is an established company in India.

Reporting:

The General Manager will report to the Vice President or as defined from time to time.

Location: Delhi.

Job Description:

a) Technical :

- Lead the Project Department and Plan for the Project (Process Safety, QRA & Environment) execution in India
- Liaison with Other Technical Members for updating on Project status and resource requirements.
- Execution of Projects and monitoring project implementation with respect to progress as per plan, budgeted cost, non compliances, delivery time, quality of work, timely invoicing etc.,
- Assist BD Team in identification of need and development of new products and services
- Assist BD team in all technical related matters for facilitating order conversion of proposals.
- Preparation / review of study reports prior to dispatch
- Identify customer needs during project implementation and forward information to BD Team for follow –up.
- Ensure closure of customer complaints/ monitor customer satisfaction

- Forward project completion statement to Technical Director / HOD giving details of salient features such as total cost, problems encountered customer perception and future needs.
- Ensure inputs for articles, newsletters, seminar and exhibitions
- Make technical presentations to clients
- Preparation of Technical /BD MIS reports if necessary
- Ensure that all relevant records for the above are maintained

b) *Business Development:*

- Negotiate projects with clients, issue proposals and quotations, follow-up quotations.
- Liaison with BD Team for finalization of proposals, write technical and Costing Issue
- Help prepare technical information to help with the marketing and sales process.
- Lead BD Team in identification of need and development of new products and services
- Generation /receipt of product enquiry and forward to BD team for follow-up

c) *Other Duties :*

- Liaise with Associates/ Vendors as applicable
- Write technical articles for publication from time to time.
- Discuss client problems and formulate plans to solve them.
- Follow –up Testing & Consulting Projects with clients.
- Implement and Adhere to all administration related functions and policies of the Company
- Help in follow up for Payments etc as and when required

Manager, Business Development

Chilworth Technology (Pvt.) Limited

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Reporting:

The Managers- (Business Development) will report to the Location Head or as defined from time to time.

*Location: **Mumbai***

Job Description:

Business Development

- Negotiate projects with clients, issue proposals and quotations, follow-up quotations.
- Help prepare technical information to help with the marketing and sales process.
- Make technical presentations to clients.

Other Duties:

- Support in execution of projects
- Discuss client problems and formulate plans to solve them.
- Follow-up testing and consulting projects with clients.
- Write technical articles for publication from time to time.
- Follow up for the payments.