

Job Descriptions

1) Sr. Manager / Manager – Operations & Fleet Management (Regular)

- 1) This is a techno-commercial role which involves directly working on fleet management, turn-around time and implementation of improvement plans.
- 2) Interacting with business stakeholders, customers, other users & working on collection of data & undertake meaningful analysis & draw inferences which will drive action points.
- 3) Should be well verse with advanced MS Excel.
- 4) Should be capable of engaging with insurance companies, OEMs, Workshops and carry out analysis depending on the requirements of various engagements.
- 5) Should have good knowledge and understanding of the workings of the Indian Automobile Industry. Responsible for Insurance related activities right from the selection of the Insurance Agency to co-ordination & follow up, settlement of insurance, follow up & renewal of insurance etc.
 - Coordination with Fleet Management Agency for related activities.
 - Workshop coordination with Insurance agency/ OEM to ensure minimal turnaround time.
 - Responsible for complete management of Electric Vehicles from a breakdown, accidental and service perspective.
 - Responsible for the Half yearly and Annual closing with finance department, providing inputs related to budgeted costs, downtime, overruns , etc.
- 6) Responsible for regular support to States / Clusters for vehicle turnaround time post service, breakdown and /or accidents.
- 7) Should be capable of designing and delivering excellent presentation internally/ externally.
- 8) Should be capable of preparing documentation and commercial bids as per specification.
- 9) Should be able to provide data analysis support as well as support preparatory works for engaging with OEMs', fleet operators and Insurance companies during project execution.
- 10) Shall be required to support business development initiatives including but not limited to proposal writing, development of business/financial model and strategy documents.
- 11) Shall monitor the market and competitors, identify and develop the company's unique selling propositions and differentiators.
- 12) Shall represent organization at any conferences, meetings and events as appropriate.
- 13) Any other roles and responsibilities assigned by management from time to time.

Job Descriptions

Key Skills required –

- Adept in dealing with both business and technology requirements for automobile operations
- Experience in dealing with Government / Corporate projects.
- Experience in Statutory laws like PF, Minimum Wages, ESIC, etc.
- Managing fleet of electric vehicles and vendors for insurance, workshops, and fleet service providers.
- Excellent communication skills – presentation, verbal and written.
- Keen communicator with excellent interpersonal skills.
- Must have strong analytical skills.

Job Descriptions

2) Manager (BD-Electric Mobility) (Regular)

- 1) This is a techno-commercial role which involves directly working on implementation of improvement plans.
- 2) Interaction with business stakeholders, customers, other users & working on collection of data & undertake meaningful analysis & draw inferences which will drive action points.
- 3) Well verse with advanced MS Excel; and should be capable of developing financial models and carry out analysis depending on the requirements of various engagements.
- 4) Should have good knowledge and understanding of the workings of the Indian Electric Mobility Sector.
- 5) Should be capable of designing and delivering excellent presentation internally/ externally.
- 6) Should be capable of preparing documentation and commercial bids as per specification.
- 7) Should be able to provide data analysis support as well as support preparatory works for client during project execution.
- 8) Will be required to support business development initiatives including but not limited to proposal writing, development of business/financial model and strategy documents.
- 9) Shall monitor the market and competitors, identify and develop the company's unique selling propositions and differentiators.
- 10) Shall represent organization at any conferences, meetings and events as appropriate.
- 11) Any other roles and responsibilities assigned by management from time to time.

Key Skills Required

- Adept in dealing with both business and technology requirements.
- Experience in dealing with Government / Corporate projects.
- Ability to write quality reports.
- Excellent communication skills – presentation, verbal and written.
- Keen communicator with excellent interpersonal skills.
- Must be able to developing financial models and carry out analysis.
- Must have strong analytical skills.

Job Descriptions

3) Manager – Operations (Regular) (for Maharashtra)

1. Capable of handling and managing a portfolio of solar projects (majorly decentralised) across Maharashtra.
2. Ensure maintenance of 33/11 KV grid substation, protective relays & associated equipment and inverters.
3. To extend technical support & Skill development of the solar plant based on best practices being followed in the Solar PV industry with an emphasis on planning/scheduling preventive and predictive maintenance.
4. Periodic /Preventive maintenance and Performance analysis of each plant.
5. Fault identification & rectification of Breakdown of equipment like transformer, invertor and root cause analysis of it.
6. Monitoring equipment performance & implementation of improvement plans for power generation.
7. Sound knowledge in AC & DC areas like modules, inverters, transformers, CT/PT, earthing lines, transmission lines.
8. Ensure optimum efficiency and maximum generation availability of the company's current and future solar projects
9. Ensure that contracts with service providers (e.g., Solar O&M, balance-of-plant) are effectively managed on a day-to-day basis
10. Ensure solar projects that are operated by internal staff are effectively managed on a day to day basis
11. Develop SOPs that cover Solar Operations
12. Responsible for operational excellence programs, supplier management programs, the best practices manual, and the SOP manual.
13. Manage site-level transitions from contracted to self-perform service.
14. Ensure that operating expenses stay within the approved budget
15. Define Key Performance Indicators (KPIs) across Safety, Performance, Financial, Process and People areas for Operations personnel and ensure the solar team is held accountable to the defined KPIs
16. Manage the routine inspection from Electrical inspector and Electricity Board.
17. Maintain the plant with 100% efficiency.
18. Any other roles and responsibilities assigned by management from time to time.

Managerial & co-ordination activities –

1. Responsible for daily, weekly, monthly, half yearly & yearly maintenance activities & its documentation & MIS.
2. Provide effective leadership to all team members to facilitate employee growth and development; coaching, mentoring, training, supervision.
3. Expertise in resources planning, budgeting and service activities.

Job Descriptions

4. Coordination with State Electricity Board & Nodal agencies throughout the entire installation and/or service process.
5. Billing coordination with clients and EPC developers for projects.
6. Handling of contractor and labour with cleaning of modules and maintenance works.
7. Monthly reading coordination with State Electricity Board
8. Regular discussion and update meetings with senior leadership team
9. Local travel within Maharashtra for co-ordination at sites, government departments and any other sites.

Job Descriptions

4) Manager – Operations – Electric Mobility (Regular) (for Kerala)

- 1) Capable of handling and managing EV and EV Charging Infrastructure portfolio across the deputed state.
- 2) Communicate all EV and EVCI related developments in the state to the Management.
- 3) Ensure favourable relationships with all state nodal agencies.
- 4) Ensure steady growth in EV and EVCI by identifying new business opportunities and prepare proposals in coordination with e-Mobility Team.
- 5) Ensure timely implementation of business activities and services in coordination with clients.
- 6) Sound knowledge in EV, EVCI areas and complete knowledge of all products and services.
- 7) Coordination with State Nodal agencies throughout the entire project implementation and/or service process.
- 8) Ensure that contracts with service providers and partnering agencies (OEMs and State Nodal Agencies) are effectively managed on a day-to-day basis.
- 9) Develop SOP that covers EV and EVCI operations.
- 10) Responsible for operational excellence programs, supplier management programs, the best practices manual, and the SOP manual.
- 11) Periodic review and Performance analysis of each project.
- 12) Ensure that operating expenses stay within the approved budget.
- 13) Regular discussion and update meetings with senior leadership team.
- 14) Local travel within the state for co-ordination at sites, government departments and any other sites.
- 15) Any other roles and responsibilities assigned by management from time to time.

Managerial & co-ordination activities –

- 1) Responsible for daily, weekly, monthly, half yearly & yearly maintenance activities & its documentation & MIS.
- 2) Provide effective leadership to all team members to facilitate employee growth and development; coaching, mentoring, training, supervision.
- 3) Expertise in resources planning, budgeting and service activities.

Job Descriptions

Key Skills Required

- 1) Must have strong interpersonal skills, networking skills and ability to collaborate with various Stakeholders.
- 2) Strong analytical skills and ability to handle complex situations
- 3) Relationship building skills