

## Job Description: Contract & Estimation Engineer for Hydrocarbon and Energy Sector

Position Title: Contract & Estimation Engineer

Location: Ahmedabad, Gujarat, India

Department: Contracts & Estimation Department

### ✦ **Position Overview:**

The Contract & Estimation Engineer will be responsible for preparing detailed cost estimates, analyzing contract terms, managing bids, and ensuring the accurate execution of contract terms for projects within the hydrocarbon and energy sector. This role requires a deep understanding of engineering principles, contract management, and cost estimation techniques specific to the hydrocarbon and energy industries.

### ✦ **Key Responsibilities:**

#### **1. Cost Estimation:**

- Prepare detailed and accurate cost estimates for projects, including materials, labor, equipment, and subcontractor costs.
- Analyze project specifications, drawings, and other documentation to prepare comprehensive cost estimates.
- Prepare bills of quantities (BOQ) and cost breakdowns for materials, labor, and equipment.
- Develop and maintain a cost database for reference in future projects.
- Use estimation software and tools to enhance accuracy and efficiency.

#### **2. Contract Management:**

- Review and interpret contract documents, including terms and conditions, scope of work, and project specifications.
- Assist in the preparation, negotiation, and administration of contracts with clients, subcontractors, and suppliers.
- Ensure compliance with contractual terms and conditions throughout the project lifecycle.
- Identify potential risks and opportunities within contract terms and propose mitigations or improvements.

#### **3. Bid Management:**

- Coordinate and manage the bid process, including preparing bid packages, soliciting bids from subcontractors and suppliers, and evaluating responses.
- Develop and submit competitive and compliant bid proposals to clients.
- Conduct bid review meetings and provide detailed bid analysis and recommendations.

#### **4. Vendor and Supplier Coordination:**

- Solicit and evaluate quotations from suppliers and subcontractors.
- Negotiate terms and prices to secure the best value for the company.
- Maintain relationships with key suppliers and subcontractors.

#### **5. Project Support:**

- Provide ongoing support to project teams regarding cost estimation, contract administration, and compliance.
- Monitor project costs and progress to ensure alignment with estimates and contractual obligations.
- Assist in the resolution of contractual disputes and claims.

#### **6. Stakeholder Communication:**

- Maintain effective communication with clients, project managers, engineers, and other stakeholders to ensure clear understanding of project requirements and expectations.
- Prepare and present detailed reports on cost estimates, contract status, and project performance.

**7. Continuous Improvement:**

- Stay updated with industry trends, best practices, and advancements in cost estimation and contract management.
- Identify opportunities for process improvements and implement changes to enhance efficiency and accuracy.

✦ **Qualifications:**

- Bachelor's degree in Mechanical Engineering, Construction Management, or a related field.
- Minimum of 3 to 5 years of experience in cost estimation and contract management within the hydrocarbon and energy sector.
- Strong understanding of engineering principles, construction practices, and industry standards.
- Proficiency in cost estimation software and tools.
- Excellent analytical, negotiation, and communication skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- Detail-oriented with strong organizational and time management skills.

✦ **Preferred Qualifications:**

- Master's / Bachelor's degree in Mechanical Engineering
- Professional certification in cost estimation or contract management (e.g., AACE, PMI).
- Experience with large-scale projects in the hydrocarbon and energy sector.
- Knowledge of local and international contract laws and regulations.
- Proficiency in project management software (e.g., MS Project, Primavera).
- Familiarity with international contracts and standards (e.g., FIDIC, NEC).

✦ **Working Conditions:**

- Office-based with occasional site visits.
- May require extended hours to meet project deadlines.
- Travel as needed for project requirements.