

WE ARE HIRING!!

Candidates are requested to understand the relevant job profile and apply only if their current experience is in line with the profile.

Send you resumes by email to hire@precisionmass.com and please mention the position you are applying to in the subject line followed by your full name.

Example Subject: Applying for Purchase Engineer, Ketan Joshi

OPEN POSITION (Male/Female)

PA TO DIRECTOR:

Education: B. Com / B.B.A / M.B.A

Experience: 7+ years

Profile:

- Manage Director's electronic diary, assessing priority of appointments and reallocation as necessary.
- Manage Director's travel arrangements (including visas/accommodation).
- Process Director's correspondence, ensuring that incoming correspondence is dealt with by the Director/or on behalf of the Director, or other staff as appropriate.
- Maintain Director's office systems, including data management and filing.
- Screen calls, enquiries and requests, and deal with them when appropriate.
- Assist Director in researching and following up with action on matters which fall within the Director's responsibility - chasing responses, triggering follow-up action.

PURCHASE ENGINEER:

Education: Dip. / BE (Mechanical / Production / IC)

Experience: 3+ years

Profile:

- New vendor identification and development.
- Get quotes from vendors.
- Negotiate with Vendors.
- Create Purchase Orders in ERP
- Ensure timely material receipt from vendors.
- Send material to Job work.
- Responsible for Vendor Quality, Lead time, OTD.

COMMERCIAL OFFICER:

Education: B.Com / M.Com

Experience: 3+ years

- Profile:**
- Raise Proforma Invoice, Invoice, Generating E-Invoice & E-way bill
 - Preparation & Documentation of Bank Guarantee.
 - Voucher & Journal Entry in ERP.
 - Payment collection and Debtor's Account reconciliation.
 - Maintain post shipments documents file.
 - Issue of Debit / Credit Note.

ACCOUNTS OFFICER:

Education: B.Com / M.Com

Experience: 3+ years

- Profile:**
- Voucher & Journal Entry in ERP.
 - Reconciliation of Bank Accounts.
 - Vendor Payment Domestic & Import.
 - Export related documentation & Payment reconciliation.
 - Banking related work.
 - Prepare various GST & TDS reports as per statutory requirement.

DATE ENTRY OPERATOR:

Education: B.Com / B.B.A / B.C.A

Experience: 3+ years

- Profile:**
- Purchase Order related data entry in ERP
 - Sales Order & Invoice related data entry in ERP
 - Various records entry in Excel

PROPOSAL ENGINEER:

Education: Dip. / BE (Mechanical / IC)

Experience: 4+ years

- Profile:**
- Analyze Customer RFQ/Inquiry to understand Technical and Commercial Requirements
 - Download tenders.
 - Prepare technical and commercial quote as per RFQ and send to customer.
 - Discuss with customer and clear Technical and Commercial queries.
 - Negotiate and close the order.
 - Process Purchase Orders through the system.

ASST. PROJECT MANAGER:

Education: Dip. / BE (Mechanical / IC)

Experience: 6+ years

- Profile:**
- Manage work distribution among the team members.
 - Provide project progress reports to the customers.
 - Monitor and ensuring Timely execution of Project orders.
 - Prepare Product specification datasheets and QAP based on customer's requirement.
 - Submit Document dossier to customers via email or portal.
 - Interact with EPC, Customers and Sales team to get Drawings and Technical Approvals and Manufacturing Clearance. (EIL, BHEL, ONGC, ADNOC, KOC, Fluor, TOYO, L&T, Jacobs, Siemens, etc.)
 - Prepare / Arrange Testing, Certification, and documentation post manufacturing
 - Coordinate with Third Party Inspection and Customer Inspection and get respective IRN, Dispatch Clearance & MDCC for Projects orders.
 - Submit final document sets to the customer and obtain project completion certificate.

SR. QUALITY ENGINEER:

Education: BE (Mechanical / Production / IC)

Experience: 8+ years

- Profile:**
- Incoming / In-process / Final Product Quality Inspection & Certification
 - Take lead for quality aspects for Vendor development, vendor quality improvement, training visits and perform Vendor audits.
 - Guide all members for proper adherence to ISO 9001, ISO14001 & ISO45001
 - Take initiatives for Product improvement, reduce waste and process optimization.
 - Handle Customer Complaints, lead brainstorming sessions, identify root cause and resolve the issues for Customer satisfaction.
 - Face customer audits, ISO Audits.

DESIGN ENGINEER:

Education: Dip. / BE (Mechanical / Production)

Experience: 5+ years

- Profile:**
- Proficiency in Solid works & AutoCAD is must.
 - New Product Development
 - Upgradation and Improvement of existing products
 - Product certification as per standard
 - Tools, Jigs & Fixture design for Production and Process improvement.
 - Knowledge of various manufacturing processes is essential.

MAINTENANCE ENGINEER:

Education: Diploma (Mechanical / Production)

Experience: 4+ years

Profile:

- Schedule and perform Preventive maintenance of all production equipment.
- Perform repair activity for breakdown equipment.
- Validate Jigs and Fixtures at regular interval.
- Calibrate all plant instruments periodically.

DRAUGHTSMAN:

Education: ITI Draughtsman Mechanical

Experience: 3+ years

Profile:

- Prepare drawings of parts and products.
- Knowledge of AutoCAD is must.
- Preparation of engineering layouts as per requirements.

PRESS MACHINE DIE MAKER:

Education: ITI or Industrial Experience (Sheet Metal)

Experience: 10+ years

Profile:

- Design and manufacture Sheet Metal Die (Press tools) and Sheet Metal Deep Draw Die tools.
- Periodic maintenance and Repair of Dies
- Assist Press shop for Die Setup and Part setup.