

JOB DESCRIPTION	
Position Title	Engineer - Documentation
Department	New Product Sales
Work Experience	3-5 Years
Primary Duties	Responsible for identify requirements to meet the project delivery schedules
	Handling the task of preparing project schedule, project status and follow concerned projects from start to end
	Prepare documents for tender submission
	Facilitate project meetings, documenting action items and follow-ups to ensure accountability.
	Visit E Tender sites, understand project requirements, and prepare technical feasibility data sheet.
	Collaborate with various departments to gather the necessary specifications and ensure BOMs meet project requirements.
	Develop and maintain accurate BOMs for various projects, ensuring all components are accounted for and correctly documented.
	Conduct feasibility studies and risk assessments to identify potential challenges and develop mitigation strategies
Secondary Duties	Ensure accurate data entry, validation, and processing to maintain data integrity across systems. Monitor and rectify any discrepancies.
	Assist in managing project budgets, tracking expenses, and ensuring cost-effective project execution
	Knowledge of industry trends and best procurement practices.
Qualification	2-3 years' experience in Project Backend Operations/Technical documentation.
	Bachelor's degree / Diploma in Electrical Engineering, or a related field, or equivalent work experience.
	Excellent written and verbal communication skills with a focus on technical writing.
	Experience in the renewable energy industry will be an added advantage.

Hykon India Limited

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