

Current Openings in Collabtec, Wagle Estate, Thane

Designation	Executive – Business Development (Open Positions – 1 Nos)
Qualification	BE Mech/Electrical (Any Discipline) Preferred candidates from Pharma Equipment Sales Background
Experience	2-4 Years
Industry	Pharma/ Chemicals/ Labs
Job Description: <ol style="list-style-type: none"> 1. Excellent Presentation & Communication skills 2. Pleasant & sociable personality 3. Ability to scout for new clients, making presentation. Following up for enquiry. 4. Exhibitions and promotional events. 5. Conducting market research and analysis to evaluate trends, brand awareness and competition ventures. 6. Well versed with MS-Office. 	
Designation	Project Architect (Open Positions – 1 Nos)
Qualification	B.Arch./M. Arch (Preferred candidate from Pharma Engineering Consultancy Background)
Experience	4-8 Yrs
Industry	Industrial / Pharma/ Chemicals/ Labs
Job Description: <ol style="list-style-type: none"> 1. Ability to handle projects independently as the Lead Architect. 2. Creative Architectural design for the Projects 3. Conceptualisation, Space Planning 4. Site Master Planning 5. Overall Architectural Design of a Project 6. Interior Design 7. 3D Façade & Elevations 8. Design Detailing and Construction Documentation 9. Compliance with codes, optimizing Energy Efficiency, and collaborating with stakeholders for successful project delivery. 10. BOQs, Specifications, Tenders 11. Sound knowledge of Civil, Structural & Architectural Construction Technologies 12. Monitor project progress and conduct inspections during construction. 13. Excellent Presentation & Communication skills, and inter disciplinary coordination 14. Well versed with Revit, AutoCAD, Sketchup, Enscape, MS-Office. 	
Designation	Site Executive - MEP (Open Positions – 1 Nos)
Qualification	BE Mechanical / Electrical
Experience	4-6 Yrs
Industry	Industrial / Pharma/ Chemicals/ Labs
Job Description: <ol style="list-style-type: none"> 1. Ability to handle Clean Room/Lab/Warehouse MEP fitout projects independently as the Lead Engineer. 2. Oversee MEP installations, ensuring quality, safety, and efficiency. 3. Skilled in site coordination, issue resolution, and compliance. 4. Proficient in project reporting and resource optimization. 5. Quality checking, Drawing adherence, Construction Sequence. 6. Planning and Tracking Project Schedules. 7. Bill checking and certification. 8. Knowledge of Commissioning and Qualification activities for Cleanrooms/Pharma 9. Well versed with MS-Office & AutoCAD. 	
Designation	Assistant Accountant (Open Positions – 1 Nos)
Qualification	B.Com/M.Com
Experience	1-2 Yrs
Industry	Industrial / Pharma/ Chemicals/ Labs/EPC
Job Description: <ol style="list-style-type: none"> 1. Strong proficiency in accounting software like Zoho Books, Tally and MS Excel. 2. Experience with accounts payable and receivable 3. Knowledge of financial regulations and compliance 4. Attention to detail and accuracy in financial reporting 5. PO processing, Tax and GST compliances, payroll processing etc. 6. Bachelor's degree in accounting, Finance, or related field 	

Send referral CVs to hr@collabtecdcb.com with CC to hariom.gupta@collabtecdcb.com