

Job Title: Billing Engineer (MEP)

Reports to: Construction Head

Location: Ashoka University, Plot No.02, Rajiv Gandhi Education, Rai, Sonipat

Experience (in years): 12 Years

Nature of work: Full Time

About Ashoka University:

10 years ago, we embarked on a journey to establish a world-class, multi-disciplinary, liberal arts and sciences university in India. Built on the finest global best practices of institution and university governance, Ashoka has truly transformed Indian higher education in India with its unique pedagogy, governance, and best practices.

Ashoka is today India's #1 liberal arts and sciences university that is home to the most diverse student body, a hub for impactful research and a magnet for best-in-class faculty and staff.

Ashoka has been ranked in the top five among private Universities in India by QS Asia and has also secured top rank among all Indian Universities in the 'International Faculty' indicator. The University was earlier awarded Diamond rating by QS I. GAUGE as a recognition of its continuous focus on academic rigor, inter-disciplinary pedagogy, world-class faculty, academic research, innovative modules of engagement with the community and teaching methods. For further information, visit www.ashoka.edu.in.

We aim to co-create a nurturing space for our students, faculty, staff, donors, and community positively through universal values:

- **Be Mission-Driven**
- **Think Strategically**
- **Act Authentically**
- **Take Accountability**
- **Build Collaboration**
- **Deliver Excellence**

Role and Responsibilities:

Good communications & analytical skills, Study of tender documents & construction drawings for any deficiency & report the same to design & coordination team for addressing the same, participation in design workshops, Qty surveying, value engineering, maintaining payment masters, coordination with the site teams.

Verifying check list/compliances submitted with the RA bills, material reconciliation, reconciliation of NCRs/SINs issued by the construction management team, making necessary deductions with respect to terms & conditions, Change orders, rate analysis, Preparing COPs, Ensure timely payments/Interfacing with the PMC, Contractors & finance.

Maintaining records, coordination with audit team for internal/external audits, ensuring zero noncompliance, coordination with Civil Billing.

Soft Skills-Good Knowledge of MS Office, Expert in excel, AutoCAD, Revit, ERP.

Eligibility: 12 years' experience

Education Qualification B. Tech/ MTech (Mech/Electrical)

Competencies-MEP & ELV works.

Skill Sets: Quantity surveying, value engineering.

Application Submission Process

Please submit an updated CV at connect.hr@ashoka.edu.in, with the subject line – <Job Name+Department Name_Applicant Name>.

Kindly ensure that the application includes the last compensation received, expected salary, and notice period.

Only shortlisted candidates will be contacted.

Ashoka is an equal opportunities employer. Remuneration will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels and the overall organization's salary structure.