

## Job Description

**Department:** Engineering

**Job Title:** Project Manager (Billing/Planning)

Reporting to	Reporting for
Director / MD	Client Bill / Labour Bill

### Duties, Responsibilities & Authorities:

- Prepare and review interim and final billing statements for completed work, ensuring they are in accordance with the project contract and scope of work.
- Monitor the progress of work completed and ensure it aligns with the billing cycle.
- Collaborate with site engineers, project managers, and procurement teams to ensure accurate invoicing for labour and material costs.
- Regularly meet with project managers to review work progress and determine appropriate billing milestones.
- Resolve billing discrepancies and discrepancies related to change orders or contractual adjustments.
- Coordinate with the legal and project management teams to ensure proper documentation of any contractual modifications.
- Prepare monthly progress reports for clients, project managers, and finance departments.

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### About Fidel

Fidel offers comprehensive construction services across multiple sectors, with expertise in high-rise buildings. We Provide turnkey projects across Gujarat. Our services include:

- **Residential:** Construction of homes and apartment complexes.
- **Commercial:** Office buildings and retail spaces.
- **Industrial:** Large-scale industrial facilities and infrastructure.
- **Institutional:** Educational, healthcare, and governmental buildings.

The company's goal is to help build skylines and create lasting infrastructure solutions.