



## GUJARAT PORT AND LOGISTICS COMPANY LIMITED

CIN [U63010GJ2020PLC112471](#)

[GSFC, Fertilizernagar Vadodara & GIFT City, Gandhinagar](#)

### APPLICATIONS ARE INVITED FOR CONTRACTUAL POSITIONS

Gujarat Port and Logistics Company Limited (GPLCL), a subsidiary of the Gujarat State Fertilizers & Chemicals Limited, is engaged in developing logistics facilities and related infrastructure across the state of Gujarat. We invite applications from experienced professionals for the following positions on a contractual basis:

- Chief Executive Officer
- Chief Finance Officer
- Company Secretary
- Business Development Coordinator
- Digital Projects
- Land Coordinator

Interested candidates are encouraged to apply by visiting the "**Career Section**" of <https://gmbports.org/careers>. Alternatively, you may send your application along with your CV to [gplcl@gmbports.in](mailto:gplcl@gmbports.in) with subject line: Application for Position of "Position Applied for" - "Name of Applicant". Example: *Application for Position of Chief Executive Officer - Your Complete Name*. Applications must be submitted on or before **30/05/2025**.

<b>JOB TITLE</b>	Business Development Coordinator
<b>GRADE</b>	Manager / Assistant Manager
<b>LOCATION</b>	Corporate Office (Gandhinagar, Gujarat / Vadodara, Gujarat)
<b>REPORTING TO</b>	Business Development DGM, GPLCL
<b>AGE</b>	30 – 35 years
<b>JOB OBJECTIVE:</b>	
<p>Responsible for smooth and effective functioning of GPLCL within the parameters laid down by the CEO and Board of Directors. He / she will also be responsible for identification and development of new logistics infrastructure projects, vendor and PPP partner identification and contract / concession management procurement.</p>	
<b>PRIMARY RESPONSIBILITIES:</b>	
<p><b>Strategic Planning:</b></p> <ul style="list-style-type: none"> <li>• Support the CEO in establishing the overall strategy and direction for the organization, including the organization's vision, objectives and strategies and drives organizational development</li> <li>• Lead the company and team to higher levels, make major corporate decisions, manage the overall operations and resources of the company, act as the main point of communication between the CEO / Board of directors (the board) and operations</li> <li>• Identify various logistics infrastructure related projects across Gujarat having high impact on the development of the state's economy</li> <li>• End-to-End management from project identification till project completion including project monitoring</li> <li>• Drive the performance of the organisation by setting business goals and performance indicators and ensuring growth of the Company</li> <li>• Develop the organisation by shaping culture, values and behaviour, and lead networking with key strategic stakeholders</li> <li>• Procurement and Contract Management</li> <li>• Responsible for all procurement related activities of the Company like goods, works and services.</li> <li>• Responsible for preparation of concession agreements and identification of private partners as per Model Concession Agreement prescribed by the State Government for the logistics sector, in case of PPP Projects</li> <li>• Responsible for registration of vendors, suppliers and contractors</li> <li>• Prepare tender schedules and issue notice inviting tenders</li> </ul>	

- Preside the committee for evaluation of tenders
- Periodically review and ensure contractual compliance and bring all deviations to notice
- Act on behalf of the CEO in all contractual and other legal matters
- Project Structuring and Finance
- Identify project structuring options for leveraging private partnerships (PPP development) for the development of logistics infrastructure as deemed appropriate
- Supervise and undertake the necessary due diligence, financial modeling, risk analysis and mitigation in the structuring of loans, equity investments, guarantees and B-loans
- Ensure compliance with the financial, lands laws and government policies & guidelines  
Staffing
- Provide inputs to CEO on long-term strategies to aid development of HR strategy and budgets
- Notify recruitment committees and be responsible for all deputed staff, direct recruits and contractual staff
- Implement performance management system and employee grievance redressal system
- Set goals, review and manage performance, guide, counsel and provide feedback to subordinates

#### **Financial**

- Provide inputs for developing budgets in line with overall organization directives
- Monitor budgetary expenses and over-runs to reduce expenditure

#### **Public Relations**

- Provide effective links between the public and the Company

#### **KEY/ TECHNICAL AREAS OF EXPERTISE:**

- Leadership and management Skills
- Knowledge and experience in ports and logistics sector
- Knowledge and experience of working with government and private stakeholders
- Strategic planning and business development
- Budgeting, financial management & procurement
- Vendor/contract management
- Interpersonal skills, effective oral and written communication skills

<b>DESIRED QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Bachelors' Degree</li><li>• MBA in Marketing / Supply Chain Management / Operations or equivalent</li><li>• Minimum 5 years of experience in logistics sector like Shipping, ports, transport, railways etc.</li></ul>
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