



Designation: AGM-Civil (Projects)

Location: Mumbai (Worli)

Purpose of the Role:

The incumbent is responsible for overall project planning and scheduling, resource allocation, project accounting, and control, while providing technical direction and ensuring compliance with quality standards. The responsibilities span a broad spectrum, covering all the areas of project management like - Project Planning, Cost Management, Time Management, Quality Management, Contract Administration, and Safety Management.

Job description & Responsibilities:

- 1) Concept Design Review and inputs considering the construction point of view
- 2) Design Coordination of Architectural, Interior and MEP Services
- 3) Co-ordination with design consultant for the deliverables.
 - a) Interact with site team during planning and execution phase.
 - b) Conduct Design Coordination and Review Meeting with contactors on progress review.
- 4) Value Engineering inputs
- 5) Cost Monitoring & Control through site team and HO team.
- 6) Certification of Project Billing received from site project team.
- 7) Project Progress reporting and Resource Monitoring
- 8) Project Execution monitoring is a primary responsibility
- 9) Documentation and Data Control at HO assisted by support staff
- 10) Liaisoning with various departments as and when required
- 11) Monitoring the Progress of Works & at site during site visits.
- 12) Periodic presentation to Management for the project status
- 13) Weekly meetings with architecture, MEP, planning, estimation and other necessary depts
- 14) Submission of MIS reports with help of team
- 15) Weekly site staff meetings, managers co-ordination meeting at HO.
- 16) Ensures cost of construction within budgets.
- 17) Ensures all quality control and assurance SOPs are implemented at sites.
- 18) Ensures and co-ordinates with the concerned department for all statutory requirement at sites are met.
- 19) Adheres to all safety parameters at the site and ensures education of the same to all.
- 20) Solves complex problems of the construction at sites and timely escalates the unsolved to project director.
- 21) Ensures proper handover mechanism in place.
- 22) Coach, guide and mentor team members to ensure high effectiveness as individuals and as a Team.



Position Requirement:

Experience:

- 15 years in Project Execution of Premium Residential and/or Commercial and/or 5 Star Hotel

Educational Qualification

- BE or B-Tech in Civil Engineering from Tier-1 Institute

Industry Exposure:

- in Project Execution of Premium Residential and/or Commercial and/or 5 Star Hotel
- Preference will be given to candidates who have one complete project lifecycle experience i.e. Excavation to Handover of possession.

Critical Skills:

- Competent Professional, Leader and a Coach and Mentor to Team members.
- Attention to Detail, Conformation to Pre-defined Standards for the Project - Quality along with Time and Cost as Resources, and High Levels of Assertiveness are key Competencies

Perks and Benefits

- Compensation will be competitive