

JOB DESCRIPTION

Job Title	AM/Manager/ Sr.Manager - Design	Department / Function	Design Development and Construction
Reporting Manager	General Manger - Design	Location	Mumbai
Duties & Responsibilities			
<ul style="list-style-type: none"> • Work and coordinate with leasing team, development team and design consultants. • Prepare area statements, FSI and Saleable area statements, check project efficiencies and approve drawings/submittals by the various design consultants • Track monitor preconstruction timelines, design deliveries and building plan approvals to avoid project delays and report the same to the reporting manager. • Preparing and coordinating Architectural and interior drawings using AutoCAD/Photoshop/Sketch Up/Revit • Prepare Technical and coordinated GFC drawings as required for Site Execution. • Preparing Sketch Up models for discussion and review with Management • Preparing presentations using Photoshop • Research and follow industry changes, evolutions and best practices. • To assist design team with feasibility studies for Retail strategy of probable assets • Concept development and documentation in initial stage of project • Sketchup modelling of concept layouts to comprehend the volumes created. • Coordination of information with all stake holders during project progression. • Communication with all consultants and putting the same on record. 			
Skills			
<ul style="list-style-type: none"> • Knowledge of latest market trends in architectural design and technology • High interpersonal skills, proficient in communication with excellent presentation skills • Eye for detail, material specifications, cost knowhow • Driving the project in line with the schedule/ timelines drawn out for a project • Proficiency in AutoCAD Pro, Google Sketch Up, Revit, Basic Excel • Documentation and administrative skills • Communication and presentation skills • Project management skills 			
Experience			
Qualification	B. Arch (Pass out batch 2013, 2014, 2015); Architect with Sketchup and CAD proficiency	Overall Experience	8 - 15 years
Type of industry	Hotel / Retail / Commercials / Interiors	Essential Experience	Minimum 8 years