JOB DESCRIPTION

Job Title	Assistant Manager - Design	**Department / Function**	Design Development and Construction
Reporting Manager	General Mnager - Design	**Location**	Mumbai

Duties & Responsibilities

- 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.

Skills

- 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)	**Overall Experience**	Minimum 7 years
Type of industry	Hotel / Retail / Commercials / Interiors	**Essential Experience**	Minimum 7 years