

**LAKE SHORE INDIA MANAGEMENT PVT. LTD.**

**JOB DESCRIPTION**

<b>Job Title</b>	Manager	<b>Department / Function</b>	Design, Development & Construction
<b>Reporting Manager</b>	VP – CONTRACTS AND PROCUREMENT	<b>Location</b>	HO, Mumbai. (Should be open for traveling to project locations as required)

**Duties & Responsibilities**

- Develop a total project budget at an early stage of the project and keep updating the same based on design development.
- Analyze project requirements and drawings to verify the scope.
- Prepare soft cost budget including all consultants.
- Allocate sufficient contingency and cost escalation.
- Determine and analyze cash flow requirements.
- Oversee value-engineering and improvements in cost and schedule.
- Implement ongoing controls for real-time tracking of cost impacts.
- Identify, analyze and develop responses to commercial risks.
- MIS
- Reviewing construction plans and preparing quantity requirements.
- Documenting any changes in design and updating budgets.
- Preparing and reviewing calculation of quantities based on drawings received from the Cost consultant and architects.
- Co-ordinating with regional counterparts and cost consultants.
- Reviewing cost estimates at different stages of project.
- Analysis of drawings from Structural consultants, Architects and MEP consultants to check against established design efficiency ratio, engineering benchmarks and avenues of value engineering.
- Preparation and monitoring of budget and budget updating
- Forecasting of costs till completion.
- Cost benchmarking for pan India projects and establishing best practices for adoption.
- Make and review budget for various projects and monitor those budgets to ensure no over runs at various stages.
- Cost monitoring budget v/s actual
- Prepare Cost to complete budgets for projects & get approval from management.
- Maintain project cost database.
- Identifies processes/procedures in own work area that need improvement.
- Recommends process improvement ideas to streamline efficiency/costs/productivity.
- Initiates process improvement activities in own work area.
- Eye for absorbing advanced techniques / technology in construction processes suitable with business requirements.
- Knowledge of the basics of SAP PS module.
- Establishing and maintaining professional relationships with external and internal stakeholders.
- Traveling from the office to various sites as required.
- Strong analytical and critical thinking skills.
- Sound knowledge of construction.
- Excellent interpersonal skills.
- Ability to organize, plan, and strategize.

Specifications (Skills & Competencies)			
<ul style="list-style-type: none"> <li>• Software knowledge: Excel, SAP (PS Module)</li> <li>• Budgeting, costing and reporting.</li> <li>• Quantity surveyor</li> <li>• Sound presentation skills and advanced Excel knowledge</li> </ul>			
Experience			
<b>Qualification</b>	B.Tech in Civil engineering.  NICMAR or Post Graduation will be an added advantage	<b>Overall Experience</b>	10-12 years
<b>Type of industry</b>	Real estate / Construction / Retail / FEC / Hospitality / Projects	<b>Essential Experience</b>	Minimum 6 years of relevant experience