

JOB DESCRIPTION

Job Title	AM - Retail Environment & Delivery	Department / Function	Retail Environment & Delivery
Reporting Manager	AGM - Retail Environment & Delivery	Location	Gurugram
Duties & Responsibilities			
<ul style="list-style-type: none"> Establish an introductory meeting with the Tenant and the Designer to discuss all the technical submission requirements, as stipulated in the design criteria document. Conduct technical review meetings with the projects team and ensure adherence by tenants to Design Criteria. Assist representative from the Design review team & consultant to issue T1 and T2 certificates on approval of tenant design. Make inline decisions with clients for tenant fitouts. Circulate and monitor all technical information of individual shops & make them available in the tenant kit. Coordinate with the site projects and technical teams to resolve problems experienced by tenants in terms of electro-mechanical & report back to the concerned team for resolution. Keep tenants and fit-outs head and centre manager timeously informed of construction activities & works, which may affect tenants, whether directly or indirectly, so that they can be notified & tracked for future references. Ensure that information as required by the tenant criteria document is obtained timeously from the tenants & circulated amongst the team. Provision of summary schedules at weekly management meetings to report status on leasing, co-ordination & installation progress. Formulate house rules & adherence to the clients. Develop a good understanding of issues faced by tenants due to leasing and shopping centre design; architectural and technical. Identify the gaps for future reference. Candidate should be willing to travel outstation to monitor other assets. 			
Specifications (Skills & Competencies)			
<ul style="list-style-type: none"> Proficient in Microsoft PowerPoint, Word, Excel, Autocad Skilled in Vendor Management, Relationship Management, Client Coordination and Management. 			
Experience			
Qualification	Graduate – B.E./ B Arch would be preferred	Overall Experience	5 to 10 years
Type of industry	Shopping Mall/Retail Property Management/Big set-up	Essential Experience	Should have worked in any retail/Hotels or any such larger set-ups