

### JOB DESCRIPTION

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