

## **JOB DESCRIPTION**

### **LAKE SHORE INDIA**

<b>Job Title</b>	Manager– Planning	<b>Department / Function</b>	Design, Development & Construction
<b>Reporting Manager</b>	Project Manager	<b>Location</b>	Head Office
<b>Duties &amp; Responsibilities</b>			
<ul style="list-style-type: none"><li>• Read and Interpret project drawings.</li><li>• Establish WBS compatible with Company accounts and SAP systems.</li><li>• Preparation of preliminary programs to start work</li><li>• Take off quantities and establish work sequences.</li><li>• Coordinate with Design team for GFC drawings and approvals.</li><li>• Review, approve and monitor the Baseline schedule submitted by GC in coordination with project team.</li><li>• Request review and approve independent micro execution plans to suit project conditions.</li><li>• Establish design, procurement, shop drawing tracking schedules and implement.</li><li>• Integrate design, procurement, mock-up etc. into Baseline schedule.</li><li>• Resource load the schedule and produce manpower and material histograms</li><li>• Prepare various progress tracking schedules and assess progress independently.</li><li>• Coordination with Project team and Contractors team to optimize construction techniques.</li><li>• Arrange weekly progress meetings and present genuine independent progress data.</li><li>• Monitor and update progress on regular intervals.</li><li>• Track site Indents and advise delays.</li><li>• Provide look ahead programs as required by project team.</li><li>• Track project variations and change control system and analyse effect on project time and cost</li><li>• Prepare daily/ weekly and monthly reports to management.</li></ul>			
<b>Specifications (Skills &amp; Competencies)</b>			
Experienced Diploma/Degree in Civil engineering with Construction Management qualification and prior experience in handling planning and project controls for large engineering, construction and finishing projects from concept to completion including post completion handover.			
<b>Experience</b>			
<b>Qualification</b>	B.Tech/B.E. - Civil, Diploma – Civil / PMP or accreditation to any international planning Council/Project Mgmt. body.	<b>Overall Experience</b>	8-12 years Experience in MS Project and Primavera (P6)
<b>Type of industry</b>	Real estate / Construction / Retail / FEC / Hospitality / Projects / Engineering Design & execution	<b>Essential Experience</b>	Project scheduling and tracking, budgeting and progress reporting and Project Controls.