

## **JOB DESCRIPTION**

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