

# ARVIND SMARTSPACES

## Job Description

<b>Designation</b>	:	<b>Project Head</b>
<b>Experience</b>	:	10+ Years
<b>Qualification</b>	:	B.E /B. Tech in Civil Engineering/Construction Management
<b>Department</b>	:	Civil and Execution
<b>Reporting To</b>	:	Regional Head Execution - West
<b>Job Location</b>	:	Ahmedabad, Gujarat

### Brief Description of the Role:

The job involves heading a large project site as head of project. Depending upon size of the project, the role may involve more than one site. Overall role includes all the activities related to planning, controlling and management of the project site to effectively deliver the project as per timelines and schedules adhering to agreed budgets.

### Job Profile:

The Candidate is expected to do the following on an ongoing basis:

- Understanding and development of schedules and their communication to all concerned.
- Coordinate with all the contractors and ensuring progress and resolving contractors' issues. Ensuring adherence of all quality SOPs and achieving quality standards.
- Resource planning and ensuring timely material procurement and issuance of contracts.
- Billing coordination and associated reconciliations and approval of bills.
- Understanding of drawings and ensuring agreed methodologies.
- Prepare Bill Of Quantity (BOQ) and Bar Bending Schedule (BBS).
- Prepare internal and external reports pertaining to construction schedule.
- Plan, analyse and manage the project site to mitigate risks and ensure safety.
- Ensure Standards of Construction Quality and the use of proper construction materials.
- Oversee onsite constructions to monitor compliance with building and safety regulations.

### Skills & Attributes

- Advanced knowledge of construction management processes, means and methods.
- Expert knowledge of building products, construction details and relevant rules, regulations and quality standards.
- Competent in conflict and crisis management.
- Strong communication and organising skills to communicate to contractors and third parties along with capabilities to organise manpower and materials for timely completion of projects within agreed budgets.

**Note:** Interested candidates with relevant experience in real estate industry may share their CVs through email at [career.asl@arvind.in](mailto:career.asl@arvind.in)

Please mention the position applied for in the subject of the email.