

# ARVIND SMARTSPACES

## Job Description

<b>Designation</b>	:	Assistant Manager –Project Planning
<b>Experience</b>	:	1 to 3 Years
<b>Qualification</b>	:	B.E / B. Tech in Civil / PG in Construction Management
<b>Department</b>	:	Central Planning
<b>Reporting To</b>	:	Head – Central Planning
<b>Job Location</b>	:	Ahmedabad, Gujarat

### Brief Description of the Role:

Project planning professional having hands on experience of 1 to 3 years in real estate sector for overall Project planning, coordination and controls during execution and handover stage. This role will require the candidate to be in close coordination with site team, functional departments and management and act as a single point of contact for all key information, decisions coordination and directions related to the Project.

### Job Profile:

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

- Prepare master schedule based on details received from Design and Technical teams, inputs from management, feedback from site team etc.
- Prepare Design Schedules, monitor release of GFC drawings and coordinate with all stakeholders over queries / inputs / resolution of issues and circulate MIS.
- Prepare Contracts & Procurement Schedules, monitor the timelines and coordinate with all stakeholders over requirement / resolution of issues and circulate MIS.
- Monitor day to day progress at sites as per approved schedule, collect data from site teams in close coordination, prepare MIS and circulate amongst all stakeholders.
- Review Bill of Quantity (BOQs), Specifications and drawings issued for execution and understand scope of work / raise queries in coordination with project team to all stakeholders.
- Set up and manage tracking, reporting and internal communication on Material and Shop Drawings approval from Contractors.
- Coordinate with Sales and CRM teams over project requirements, payment milestones and key information regarding execution.
- Take up tasks as and when assigned by management pertaining to project that may require coordination with various functions.
- Monitor budget deduced by Costing team, prepare cash flow, anticipated cost report and circulate.
- Assess project risks and issues and provide solutions.

### Skills & Attributes:

- Good Communication, presentation and coordination skills
- Knowledge of Costing and Estimation. Knowledge of basic civil and structural concepts is an advantage.
- Working with AutoCAD, MSP and MS Excel
- Proactive approach towards work

**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.