

ARVIND SMARTSPACES

Job Description

Designation	:	Assistant Manager / Sr. Executive – Pre Construction and Project Planning
Experience	:	1 to 3 Years
Qualification	:	Diploma /B.E/B. Tech in Civil Engineering/PG in Construction Mgmt
Department	:	Central Planning
Reporting To	:	Head– Central Planning
Job Location	:	Ahmedabad, Gujarat

Brief Description of the Role:

Planning professional having hands on experience of 1 to 3 years in real estate sector of handling Projects during pre-construction phase – from concept stage to Project Launch. The candidate is expected to maintain close coordination with senior level of management and all stakeholders in order to achieve the goals during defined period of time.

Job Profile:

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

- Brainstorm with stakeholders once a project is conceptualized and map out all activities related to:
 1. Procurement, legalities and approvals of land
 2. Land surveys, topographical, hydrology and geology studies
 3. Hiring of consultants
 4. Finalization of concept and design of project
 5. Project brief
 6. Marketing and Sale plans
 7. Market studies and Pricing of inventories
 8. APF from banks
 9. Plan approvals
 10. RERA registration
 11. Site infrastructure - electrical and water connections, project fencing / boundaries, Site & Sales office, Sample units, Road, hardscape & softscape works etc.
 12. Project Launch
- Circulate weekly MIS on all key developments, progress and concerns.
- Brief management about all key developments within a project on timely basis and drive the discussion / decision making process.
- Coordinate with Sales and CRM teams over project requirements, payment milestones and key information regarding execution at site.
- Prepare budget for the project in coordination with Costing team.
- Monitor and ensure - project brief, project specification and commitments in brochure and material palette / design available with execution teams are in line.
- Lay down broad scope, phases, and timelines of project in line with approval from management.
- Assess project risks and issues and provide solutions.

Skills & Attributes:

- Good Communication and presentation skills
- Proactive approach towards work
- Working with AutoCAD, MSP and MS Office
- Knowledge of Costing and Estimation

Note: Interested candidates with relevant experience in real estate industry may share their CVs through email at career.asl@arvind.in

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