

MANAGER – PLANNING

QUALIFICATIONS:

Degree in Civil Engineering with MBA preferred

EXPERIENCE:

- 6- 7 Years of relevant experience in a reputed construction industry.

KEY RESPONSIBILITIES:

- Experience in handling various civil and interior works pertaining to hotel/commercial
- Preparing weekly/ monthly progress reports entailing progress & details for engineering, contracts, procurement, construction, and commissioning activities
- Prepare different MIS report and presentations for management
- Coordinating with the various departments & vendors for a smooth flow of work and identifying the critical points.
- Prepare BOQ for various works based on preliminary / detailed drawings
- Prepare Budgets, cash flows, s-curve based on preliminary / detailed drawings.
- Prepare & monitoring schedule, delay analysis, risk register, look ahead plans etc
- Tracking budget v/s actual for various projects

KEY SKILLS:

- Strong analytical skills
- Thorough knowledge of construction procedures & project management.
- Should have good knowledge of best engineering practices, audits, billing process, statutory deductions & process of rate analysis.
- Proficiency with MS Office.

REPORTING TO:

AVP – Projects

LOCATION:

Corporate Office, Bandra Kurla Complex

Website:

www.chalethotels.com