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	Date : 28 <sup>th</sup> July'11
	Prepared by : ARC/ JU
<b>JOB DESCRIPTION</b>	Approved by : RF

<b>Position/Designation</b> : Associate Manager/ Dy Manager- Design	
<b>Department/function</b> : Design	<b>Sub function</b> : Design
<b>Location</b> : Corporate Office	<b>Reports To</b> : Dy General Manager- Design
<b>Peer To:</b> : Dy Manager- Design	<b>Direct Reports</b> : No

<b>Job Purpose</b> (how the job contributes to the overall organizational objectives):
To lead the process of getting the deliverables on time with respect to the schedules laid by the management and manage the day to day activities of the process from the Concept to the Completion of the project

**Accountabilities and Activities**

- Preparing project brief and area statement for a project.
- Identifying consulting Architects for a project and providing relevant scope of work.
  - Help in Preparation of BOQ.
  - Scrutinizing all drawings before being sent on site
  - Making regular site visits and resolving any design related issues at site.
  - Keeping track of project schedule and possession dates.
  - Preparation of layout drawings and details
  - Co-ordinating with marketing and sales department to provide all necessary information like sale plans, allotments, etc.
  - Co-ordinating with clients & contractors to carry out work in accordance to design intent.
  - To keep all construction drawings and documents in orderly manner.

**Interactions** (The essential working relationships both within and outside the company, directly related to the job)

- **Internal Interaction:**  
 Within Department: Scheduling, contracts, estimation and budgeting team.  
 Within the organization: Liasioning, Marketing, Customer care, Corporate Communications, Sales, Project Management, Strategy, HR, Accounts, Finance



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- **External Interactions:**

All consultants i.e.: Architects, Structural, Services, Landscape, Liasioning, Façade, LEED's  
Clients and end users  
Contractors and Vendors

### **Job Requirements**

Educational Qualification : Bachelor's Degree in Architecture

Work Experience : 3 to 7 years