

# ***Associates:***

## **Primary Responsibilities:**

- Independently Handle the entire projects handed over to him/her. Project marketing and attending new enquiries. Identify and analyze the client's needs and goals; Assist in design and budget development; Work hand in hand with the design team for all the drawings to be made for the project; Checking and signing off all the GFC drawings; Assessing the project resources and limitations; Develop project schedules and final budgets; Identify proper Vendors, suppliers and Contractors; Coordinate with consultants and other specialists; Overall project management with a proper team as and where required; Coordinating with all Contractors and Vendors on a day to day basis for timelines and workmanship; Overall accounts management of the project; Day to day coordination up to completion of the snag list and handing over the project; Post hand over, backup and service to the client.

## **Required Skills:**

- Very Strong leadership / management skills with ability to multi-task.
- Strong and Unique design talent and independent management of Clients and Projects.
- Ability to originate concepts and be the design lead for teams on multiple projects as well as plan, manage and control the quality of the output of the design team while being able to respond to very aggressive schedules.
- Creativity, innovation, a professional demeanor, leadership potential, excellent communication skills and excellent presentation skills, professional Selling Skills.
- Undertaking the requirements of the project's and the client's requirements with budget criteria. Handling the client independently.
- Getting new Projects for the organization and contribute in growth of the organization.

## **Job Description:**

- Design Themes based on Clients requirement and expectations
- Work closely on design Concepts and Presentations
- Check drawings, details with the Team and material sampling and site mock ups .
- Guidance and suggestion for improvement in working drawings.
- Coordination with Clients, Vendors & Contractors.
- Bill checking.
- Over Site execution and managements with their efficient team of contractors and Vendors.
- Material selection and short listing for final selection
- Keeping track of project accounts and budgeting along with other documentation and reports
- Overall Site supervision and Management till completion of snag list.

**Educational Qualification:**

- Graduate with preferably B. Arch, Post graduation is required.

**Work Experience:**

- Minimum 8 to 12 years.

Be a part of Our Team, contact us with your updated Resume & Portfolio at [career@milindpai.com](mailto:career@milindpai.com)