

Design and Business Head:

Primary Responsibilities:

- Maintaining and Continuous upgradation of Design output from office; Researching new concept and new materials; Making power point presentation for any new enquiry and design presentations; Guidance to staff in terms of planning, designing, technical details etc; Attending clients meeting and understanding the concept and explaining designs to the client; Making design presentations to the clients; Being updated about each and every ongoing project progress and bottle necks; identifying design issues and bottle necks and coming up with solution for the same; Material short listing for certain projects; Coming up with innovative design concepts and detailing for the project; Conducting weekly meeting and huddle meeting and planning the projects on priority; Conducting meeting with vendors for new materials in market; Staff recruitments; Staff up gradation; Staff motivation; Staff review and appraisals; Monthly performance rating for staff; Keeping track of targets achieved; Conducting staff meeting with chief architects, Improvement in quality of drawings etc.
- Business head: Conducting new client meetings and follow up; Giving presentation to new prospective clients; Getting BOQ made for any new projects pitching if require; Following up for just dial inquiries; Co-ordination with perspective client, payment follow ups for the initial stages of the project till its handed over to any associate, coming up with improvement office systems, Organization strategy planning, New sites photo shoot, Website upgradation.

Required Skills:

- Creative mind and good design understanding
- Good interpersonal skills and the ability to work well in a team
- Strong communication and time management skills.
- The ability to work independently.
- A creative mind that looks at things from multiple angles.
- The ability to manage one's time effectively and to meet deadlines.
- A willingness to resolve problems when they arise.
- A willingness to work long hours, both in the office and on-site.
- Team worker, Leader and ability to thrive in pressured or stressful situations.

Job Description:

- All round complete responsibility of the design process in the office from understanding the client's requirements to preparing the Conceptual presentation, Designs, and technical drawings and ensuring all the processes are followed for the smooth delivery of the designs and drawing to the projects and working on any changes or revisions that may occur for whatsoever reasons, in a time bound manner, for a smooth

implementation of the projects. Setting higher standard for the all the above in terms of leadership, team work, project management, time management etc to achieve the best results for the above area.

Educational Qualification:

- Graduate in Architecture or Premier Interior Design School.

Work Experience:

- Around 8 to 10 years of experience in an organization with an employee strength of 20-50 people.

Be a part of Our Team, contact us with your updated Resume & Portfolio at career@milindpai.com