

## Job Description

1. Preparing design briefs for external design consultants
2. Engaging with design/ structural/ service consultants and clearly communicating the deliverables
3. Critical review of Architectural drawings to ensure saleability as well as conformity
4. Critical review of services requirements to ensure that all essentials are covered and to wean out all non-essentials
5. Reviewing works on site to ensure that the works are conforming to drawings and specifications
6. Develop new vendors
7. Engage with various consultants to build relations and have a ready pool of experts to assign critical tasks

## Job Responsibilities

1. Ensure that working drawings are available well in advance of execution
2. Manage inward and outward for issued drawings
3. Oversee first implementations of execution tasks on site to ensure that work is executed to specifications
4. Ensure that the material ordered are as per approved specification
5. Follow up with external consultants to obtain the desired outcome in committed time
6. Provide FO liaison with appropriate responses to queries/clarifications sought by authorities
7. Update relevant Project Managers on progress as well as issues that require management advice
8. Ensure that the BO Liaison team and the Design team work in coordination to ensure that all plans conform to approvals and are optimum for saleability
9. Ensure that the BO Liaison team also carries out periodic site visits to inspect work done for conformity with approvals
10. Train/ mentor draftsmen, subordinates from time to time