

Roles Key Responsibilities & Deliverables Definition:

Operations Manager

- Client executive and Team Leader.
- Direct adherence to the policies, procedures, standards & Quality Management.
- Direct involvement in all project technicalities and site progress.
- Liaison between Company' Head office and Client for overall projects interests.
- Direct involvement with Head office in internal staffing and administrative matters.
- Overall responsibilities about Project budget and activities scheduling
- Direct involvement in service procurements in liaison with the Client.

Project Manager:

- Managing Clients relations & requirements
- Managing Project Schedule, Scope & Budget
- Managing Project proposal & cost plan
- Reporting full transparent cost and schedule progress.
- Ensure project's delivery as requires
- Consultant service procurement
- Ensure obtaining necessary approvals form Authorities.
- Chairing team Progress and Client's meetings

Package Manager:

- Leading Coordination with the main Consultants in Architectural and interiors design related issues
- Leading designated team for monitoring, tracking, and expediting site progress with contractors
- Chairing the regular technical & progress meeting with consultants and contractors.
- Leading the technical coordination with in-house team on scope budget and schedule
- Liaison with Client Management team in all technical related issues (design, service procurement & site progress)
- Reporting Progress to Corporate headquarter

Design Manager

- Responsible for the completeness & accuracy of the work.
- Takes lead in the collaboration and communication with the design team regarding design scope and scope compliance, and communicates with clarity, purpose and accuracy
- Responsible for the preparation and compilation of design scope status reporting
- Attends client meetings scheduled, chaired & recorded
- Responsible of presenting the work to colleagues, clients and stakeholders.
- Contribute to design management input at early design phases and during the course of project
- Reviews tender submissions for construction works, contributes to Tender Report prepared by PM

Interiors and Fit-out Manager

- Manage coordinate with consultants in technical issues related to the planning, specifications, and drawing presentation.
- Coordination between the Clients and Consultants on modifying concepts and developing the project to its final stage.
- Follow up sites & during the construction phase.
- Assisting in organizing client's presentations.
- Coordination with local authorities.
- To generate and ensure client satisfaction and customer service.

Cost Control Manager

- Participating during the preparation stage of feasibility study with investment team for each project.
- Schedule the project in logical steps and budget time required to meet deadlines.
- Negotiate contract terms and conditions for the interest of the owner and project.
- Control and monitor project cost including verifying of claims to ensure all expenditures are within the project budget.
- Perform and manage project activity scheduling and monitoring respective cost and cashflow.
- Reviewing the prolongation cost of EOT claims and challenging claimed events.
- Preparing cost monthly report along with update Risk registration.

Sr. Contract Manager/Service leader

- Oversee submittals of QA/QC procedure manuals, Payment/Performance bonds and job specific insurance requirements.
- Review and control letter of award (LOAs), Request for proposal (RFPs/RFQs).
- Produce cost Estimation during design stages and updated on monthly basis.
- Reviewing Tender/construction documents to identify area of risk and find solutions.
- Monitors ongoing performance of contractors/suppliers and ensure materials are timely procured.
- Participate preparing RFPs for Architectural & Engineering Consultancy, Cost Consultancy & PMC.
- Review consultancy proposals and prepare analysis along with recommendation.
- Chairing the negotiation round of proposal and contract during Pre-Construction stage.
- Preparing all contractual project forms.
- Direct, review and finalize Consultants, Main Contractor' contract documents.
- Tracking procurement and regularly update the cash flow implications on monthly basis.
- Ensure the profitable project leading services.
- Advanced knowledge of commercial risks and suggest solutions for the project interest.
- Participation of Value Engineering exercise.

Regional Business Development Manager

- Profiling the company with different sectors & vital Clients in the region.
- Creating and implementing the Business Development plan, in accordance with the Firm's global strategy.
- Processing Client presentations where located.
- Involvement on proposal writings & Cost Plans preparations.
- Overseas existing and existing and potential projects progress.