

Role Dossier for Project Manager

Designation: Project Manager	Department: Civil
Reporting to: Managing Director	Job Location: Site

JOB RESPONSIBILITIES

- Will execute the construction project from initial stages throughout completion, while ensuring commitment to Safety, Environment, Quality Assurance and Quality Control.
- Project Manager is responsible for ensuring that the contractual obligations with the client are being adhered to.
- This will involve coordinating project setup and subcontracting strategy, shop drawing review and processing if required, contract changes, owner/engineer daily relations, subcontractor relations, and all required client and in-house reporting.
- Will be responsible for planning, managing and leading the multi-disciplined team on the assigned tasks.
- Prepare weekly, monthly progress report and review the schedule as per Planning dates
- Mobilize Technical and non-technical Staff, also manpower, skilled and unskilled labor
- Attend with client meeting regarding work progress schedule.
- Tracking the progress schedule according to planning dates.
- Report to Management regarding work progress
- Certification of Client and labor bill as specified dates with the help of billing engineer.
- Adhere to site budgets in all aspects on Execution, Inventory, P&M and Manpower etc.
- Prepare requisition for store materials/ mechanical parts and follow-up with purchase department.
- Regularly take meeting with staff. Know the problems & solve it.
- Execute Operations in Optimum costing with regards to Manpower & Resources.
- Responsible for monitoring & checking of sub-contractor Bills.
- Execute & follow any instructions from the Management during Routine or Emergency.

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 Human Resources

 Employee