

JOB DESCRIPTION: ASSISTANT PROJECT MANAGER – PROJECTS

Band	Reports To	Reported By	Location	Qualification
M	Sr Project Manager/ Managing Partner	Site Supervisor	Gurgaon	Graduate/ Postgraduate

ABOUT groupDCA: groupDCA is a multi-disciplinary Architecture & Interior Design firm. Founded in the year 1996 by Architects Amit Aurora and Rahul Bansal, who graduated in 1993 from the esteemed School of Planning and Architecture (SPA), New Delhi. groupDCA has to its credit, remarkable, award-winning, widely acclaimed projects across diverse typologies such as Residential, Retail, Hospitality and Workspaces. The firm has been able to successfully partner with various Brands (both national & International) in the conceptualization & implementation of Brand identities.

CORE VALUES: Ever Evolving, Reliable, Relevant, Sensitive, Happiness.

JOB ROLE OUTLINE: Responsible to work closely with the Project Manager for successful delivery of assigned projects by coordinating with internal teams, external stakeholders, and clients to ensure projects are completed on time, within budget, and to the highest quality standards. Also to assist in project planning, monitoring project progress, managing resources, and resolving any issues that may arise during the project lifecycle.

KEY DELIVERABLES/ RESPONSIBILITIES:

Project Planning and Coordination

- Assist in developing project plans, schedules, and budgets in collaboration with the Project Manager/ Managing Partner.
- Coordinate with internal team of architects, designers, as well as external stakeholders like contractors and vendors to ensure timely execution of project milestones.
- Create and maintain project documentation – quotes, approval & payments; including contracts, drawings, specifications, reports etc.

Resource Management

- Coordinate with the involved external resources for flooring, ceiling, furniture work, electrical and HVAC etc. effectively to meet project requirements.
- Monitor resource utilization; identify and flag any potential conflicts or shortages.
- Assist in procurement processes, including obtaining quotes, negotiating contracts, and managing vendor relationships including their payment disbursement.

Quality Assurance and Compliance

- Ensure adherence to design standards, building codes, and regulatory requirements throughout the project lifecycle.
- Conduct quality inspections and reviews to verify workmanship and compliance with specifications.
- Address any non-conformances or discrepancies promptly and implement corrective actions as per approval.
- Provide necessary samples by coordinating with concerned team and or resources.

Communication & Stakeholder Management

- Facilitate coordinating for regular project meetings, progress updates, and post-project reviews.
- Communicate effectively with clients, external agencies/ consultants, and internal team members to provide require updates, address concerns, and manage expectations.
- Act as a point of contact for project-related inquiries and resolve issues in a timely manner.

Documentation and Record Keeping

- Maintain accurate project documentation, including contracts, drawings, permits and approvals as necessary.
- Ensure all project-related information is organized in a way that it reflects true project status and is accessible to the project team as well as Managing Partners.
- Assist in preparing close-out documentation and final reports at project completion.

Commitment to Learning

- Participates in formal and informal learning activities for personal and professional development.
- Learns and applies new methods and tools that facilitate work and bring in more efficiency.

BEHAVIORAL COMPETENCIES:

Communication: Uses appropriate language in all modes of communication. Uses written communication effectively correct and easy to understand increasingly over mails. Listens carefully and understands instructions.

Collaboration: Works together with other colleagues and supports them whenever required. Shares all relevant information proactively with the concerned stakeholder and across teams.

Planning & Execution: Plans and organizes own work by setting clear tasks and priorities. Tracks the progress of tasks and project assignments regularly. Keeps immediate manager informed of progress of work in a proactive manner.

CANDIDATE PROFILE & SKILL SET:

- Should be a graduate with diploma or certification in Architecture, Interior Design, Engineering, or related field.
- At least 2-3 years of relevant experience in project management within the architecture or interior design industry.
- Proficiency in project management tools and software (e.g., MS Office, AutoCAD, SketchUp, etc.).
- Strong understanding of construction processes, materials, and techniques.
- Excellent organizational, time management, and multitasking abilities.
- Effective communication skills, both written and verbal.
- Ability to work collaboratively in a team environment and take initiative when needed.
- Knowledge of local building codes, regulations, and industry standards.

ADDITIONAL DUTIES & ACKNOWLEDGEMENT:

I have received a copy of my job description and I understand requirements of the position. I also understand that I am expected to follow any other job-related instructions & duties as directed by my Reporting Manager.

Employee Signature/ Date:.....

Reporting Manager’s Signature/ Date:.....