

Snr Interior Design Project Manager

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Company: Michael Page

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

Client side ID PM position leading design and project management of ID packages|Portfolio wide role giving exposure to multiple asset classes

About Our Client

Our client is a luxury real estate developer that builds high end hotels & Resorts, residential mixed use projects and high end commercial buildings

Job Description

Manage all Interior Design projects and initiatives of the company.

Develop comprehensible projects plans, including scope, budget, timeline and resource allocation

Work with the project team in preparation and agreement of Project Execution Plan and Project Cost Plan, implementing strategies that minimize potential delays and not compromising safety or quality standards

Ensure proper selection of suppliers and subcontractors who are capable of executing

work efficiently within budget and time.

Ensure proper company resources are in place and are able to execute works with high productivity and within budget and time

Responsible for ensuring that all requirements for the projects and initiatives are made available timely.

Collaborate and build strong relationships with vendors and business partners to develop the right tools and systems needed to support the operation and projects.

Purchase materials, plan inventory

Prepare proposals for RFP, that include fees, phase durations, project descriptions, design brief and consultant responsibilities.

Monitor and manage the performance and compliance of the consultants / contractors, according to the scope of services and contractual obligations and standards.

Attend all progress meetings and make decisions within his authority.

Understand completely all design documentation, drawings, specifications, contract terms and conditions, and any special requirements, including programme milestones.

Monitor and report on the progress of the work, as well as the performance of the supervising consultant and key contracting staff.

Update the control monitoring tools on weekly basis and issue the related notices to the Consultant highlighting the issues of concerns and potential risk

Close monitoring the site activities at site and prepare daily progress record

Assess the reported progress against the program of works

Prepare the monthly report for management review

Check and ensure the completeness of any progress payment claims by any consultant and contractor.

Monitor all contract variations, related submittals and maintain an up-to-date register,

and copy of all drawings and site instructions.

Recommend or take action on all submittals, variation requests and site instructions, and make suitable amendments to ensure budgets are maintained.

Oversee the overall safety and quality of the construction works in accordance to the project standard

Ensure prompt presentation of material submittals by consultant and contractors make approval recommendations to the Management

Review / comment on consultant / contractors' reports and ensure timely completion for management reporting.

Follow-up with concerned authorities, consultants and contractors, to ensure that all NOCs and permit approvals are obtained for the smooth execution of the works, and to avoid delays to the programme

Coordinate with respective departments, who affect the progress of the project, including infrastructure, to ensure the timely connection of all utility services.

Monitor and control snagging lists, prepared by consultants at Taking Over, and advise acceptance / rejection to final completion.

Completion of the project: issuing final taking over certificate (TOC) by being completely satisfied that the building is technically complete and finished according to the contract requirements, time, quality and cost.

Monitor and review the project close out documentation to protect the interest of the Client.

Ensure Consultant submit their recommendation/assessment of Extension Time claims by contractors.

Assess the Engineer determination issued by the Engineer in accordance with the project records

Maintenance of proper and up-to-date project file administration records in coordination with document control department both hard and soft copy that is acceptable

to internal and external auditors.

Oversee the timely submittal of all project materials and, especially, those of final appearance finishes that require the top management approval

Provide design recommendations and expert advice to the head of department.

Manage client expectations and negotiate changes or modifications to project scope, as needed.

Develop concept design for specific tasks requested by the management, obtain relevant stakeholders approval to proceed with the works

Strong experience in interior design works with high exposure to the related supply chain and networks

The Successful Applicant

Education: Bachelor of interior design from a reputable university.

Experience: At least 15 years' experience with minimum 5 years' on managerial level.

Proven experience as a Senior Project Manager in Interior Design reputable fit out contractors or Consultants, with a focus on High end projects experience In depth knowledge on interior design principles, materials, and construction techniques

Strong project management skills, including planning, budgeting and resources allocation.

Attention to detail and commitment to delivering high quality results.

Design oriented

Specialized Knowledge:

Project Management

Construction Management

Computer skills in Microsoft Office

Civil engineering software's (AutoCAD)

Sketch tools

Photo shop

What's On Offer

Client side role

Opportunity to work across multiple high end projects at the same time

Further Development of leadership skills

Contact: Ronan Watson

Quote job ref: JN-062023-6094522

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