

Job Description – Construction & Procurement Head

Company profile: -

Smartworks is a unique approach and initiative to cater to professionals who seek proactive working spaces. Spread across multiple cities across India, we offer fully serviced modern office spaces that includes private offices for individuals and teams, shared offices and virtual offices. We believe you should be working in your own self-motivated space, yet leaving all doors open for community networking. Because like-minded folks create clones, diversity brings brainstorm.

Role Responsibility –

We are looking for an experienced Construction & Procurement Project Head to manage the company's supply of products and services, oversee each project from conception to the finished structure, interfacing with both construction professionals and the client. . Construction & Procurement head responsibilities include strategizing to find cost-effective deals and suppliers. The project head's duty is to discover the best ways to cut procurement expenses, so that the company can invest in growth and people. You must be willing to travel to neighboring cities to visit and work on job sites.

- Work with sales and design team from the start of each project to ensure you understand the project scope and vision.
- Oversee the beginning of each turn-key project, including details like permit submission and design evaluations
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- Create the schedule for each project and match talent to the job
- Process change orders
- Collaborate with the architect and construction crew to ensure feasibility of each project
- Conduct meetings on-site with architect, client and construction crew
- Negotiate with vendors, suppliers and subcontractors
- Prepare and submit project estimates to clients

Qualification/ Skills required –

- Bachelor's Degree in Civil Engineering or related field of study
- 7+ years' experience in designing and building working space.
- Ability to read blueprints, structural drawings and plan sets
- Advanced understanding of risk management policies and procedures
- Extensive experience managing budgets for large construction projects
- Strong knowledge of construction materials, processes, procurement and equipment