

Job Description – Project Engineer

Company Profile

Smartworks is India's largest agile workspace, with a footprint of 2 million sq. ft. across 20 locations in 9 cities catering to more than 300 organizations across large enterprises, SME's, unicorn startups.

Founded in April 2016, Smartworks is reinventing enterprise workspace to become the best agile workspace experience provider across the globe.

Job brief

We are looking for an experienced engineer to work on large commercial projects.

Responsibilities:

- Construct project budget and conduct financial analysis to determine viability of project.
- Execute the plan of multiple projects
- Coordinate and designs interior and ground up projects with architects and engineers.
- Plan project timelines, schedule, and budgets during the planning phase
- Coordinate internally with stakeholders of the project for design coordination and implementation
- Generate purchase orders and pays for the vendors on a regular basis
- Oversee finances for the project in detail and coordinate with accounts team
- Negotiate and hire all 3rd party vendor contracts in regards to specific project functions.
- Provide quality control guidelines to the team on site
- Ensure high-quality product delivery
- Ensure smooth project snags and closures

Requirements:

- Construction/Interior fit out experience with real estate or hospitality firm
- Technical know-how of construction knowledge
- Ability to understand architectural drawings with a basic understanding of CAD
- Ability to work under pressure, juggle and prioritize multiple projects.
- Strong interpersonal and communication skills.
- Ability to make good decisions in a timely manner and based upon a mixture of analysis, experience and judgment.
- Attention to detail.
- Highly organized with proactive communication skills
- Ability to take quick decisions and risk assessment
- Bachelor's degree in engineering with 2-3 years of experience