**Job Description**

**Company Name- Parakh Associates LLP || Position – Civil Project Manager||**

**Location- Noida Electronic City || Experience- 10 - 15 yrs ||**

**Position Overview:** The Civil Project Manager plays a pivotal role in overseeing the planning, design, and execution of construction projects within our organization. This position demands a seasoned professional with a deep understanding of project management principles, construction methodologies, and regulatory compliance. The successful candidate will be responsible for ensuring project success from inception to completion while upholding the highest standards of quality, safety, and client satisfaction.

**Key Responsibilities:**

1. **Project Planning and Execution:**
	* Develop comprehensive project plans and strategies to ensure successful project delivery.
	* Oversee all aspects of project execution, including budgeting, scheduling, resource allocation, and compliance with safety regulations.
	* Conduct regular site visits to assess progress, resolve issues, and ensure adherence to quality standards, drawings, and specifications.
2. **Stakeholder Coordination:**
	* Act as the primary point of contact for clients, contractors, architects, and engineers, fostering effective communication and collaboration throughout the project lifecycle.
	* Interpret client needs and requirements, representing them in the field and ensuring their satisfaction with project outcomes.
3. **Budget Management and Cost Control:**
	* Manage project budgets meticulously, tracking expenditures and controlling costs throughout the construction process.
	* Review contractor Running Account (RA) bills, Bar Bending Schedule (BBS), and other financial documents for accuracy and compliance.
4. **Reporting and Documentation:**
	* Prepare regular reports on project status, highlighting achievements, challenges faced, and proposed solutions.
	* Maintain detailed records of executed work, including reports after execution, daily progress reports, and quality registers.
5. **Quality Assurance and Compliance:**
	* Ensure strict adherence to applicable codes, practices, QA/QC policies, performance standards, and specifications.
	* Perform comprehensive quality control checks on workmanship and materials, initiating corrective actions as necessary.
6. **Regulatory Compliance and Documentation:**
	* Ensure all necessary regulatory approvals and documentation are obtained and maintained, including Labour Licenses, Muster Rolls, and Insurance Policies.
	* Verify the availability and validity of documents such as BOQs, LOIs/LOAs, Signed Agreements, Bank Guarantees, and EMDs.

**Requirements:**

* Bachelor's degree in Civil Engineering (B. Tech) or equivalent.
* Minimum of 10-15 years of experience in the construction industry, with a strong track record of project management.
* Proficiency in DSR (Detailed Specification of Rates), IS Code, BIS standards, CPWD Specification, and BBS (Bar Bending Schedule).
* Thorough understanding of building materials, construction methodologies, and government project procedures.
* Excellent communication, negotiation, and leadership skills.
* Proven ability to work effectively in a fast-paced environment, managing multiple projects simultaneously.
* Strong problem-solving skills and attention to detail.
* Proficiency in MS Office suite (Excel, Word, PowerPoint) and billing.