Job Title: Project Lead

Department: Project Management

Location: NCR

Reports To: Regional Head / COO

Job Purpose:

The Interior Fitout Project Lead is responsible for overseeing and managing all aspects of interior fitout projects from initiation through to completion. This includes planning, coordinating, and supervising project activities to ensure high quality, on time delivery within budget. The Project Lead plays a crucial role in liaising with clients, coordinating with design and PMC and ensuring that project specifications meet the standards and expectations set by stakeholders.

Key Responsibilities:

1. Project Planning and Scheduling:

Develop comprehensive project plans, schedules, and milestones based on project scope and requirements.

Allocate resources effectively, ensuring all team members and subcontractors are aware of their responsibilities and deadlines.

Anticipate project needs and organize procurement schedules to align with project timelines.

2. Team Leadership and Coordination:

Lead and manage project teams, including subcontractors, designers, and site supervisors, to ensure cohesive execution.

Conduct regular project meetings to review progress, address issues, and ensure team alignment.

Mentor and provide guidance to junior staff and other team members to maintain productivity and quality.

3. Client and Stakeholder Management:

Act as the primary point of contact for clients, providing regular project updates, addressing concerns, and managing expectations.

Maintain strong relationships with stakeholders, consultants, and suppliers to facilitate smooth project operations.

Conduct project walkthroughs with clients at key stages to ensure their requirements and standards are met.

4. Budget and Cost Control:

Prepare and manage project budgets, tracking expenses, and ensuring the project stays within financial constraints.

Monitor costs, flagging potential overruns and implementing corrective actions to manage expenses effectively.

Work with the procurement team to negotiate with suppliers and subcontractors for cost effective solutions.

5. Quality Assurance:

Ensure that all project activities adhere to quality standards and specifications as per client and company guidelines.

Conduct routine quality checks and inspections, resolving any quality related issues onsite.

Implement quality control procedures and oversee the final inspection to ensure a high standard handover.

6. Health, Safety, and Compliance:

Ensure that all health, safety, and environmental regulations are strictly followed onsite.

Develop and enforce safety protocols and conduct regular safety audits to maintain a safe working environment.

Ensure compliance with all local building codes, regulations, and industry standards.

7. Risk and Issue Management:

Identify, assess, and manage project risks, implementing contingency plans as required.

Proactively resolve project issues and conflicts, escalating to senior management as necessary.

Adjust project plans and schedules to accommodate unforeseen challenges or client requested changes.

8. Project Documentation and Reporting:

Maintain detailed project documentation, including drawings, contracts, progress reports, and change orders.

Generate and submit regular progress reports to clients, stakeholders, and senior management.

Ensure that all project documentation is accurate and stored systematically for easy reference and audit.

9. Project Closeout:

Oversee the project closeout process, ensuring all punch list items are completed and the project is handed over as per client expectations.

Organize final inspections and ensure all required approvals, certifications, and documentation are completed.

Conduct a post project review to capture lessons learned and recommend improvements for future projects.

Required Skills & Qualifications:

Educational Background:

Bachelor’s degree in architecture, Interior Design, Project Management, or a related field.

Certifications in project management (e.g., PMP) are advantageous.

Experience:

Minimum of 7-10 years of experience in project management or site management within the interior fitout industry.

Proven track record of successfully delivering medium to largescale interior fitout projects.

Technical Skills:

Strong knowledge of project management tools and software (e.g., MS Project, AutoCAD, Primavera).

Familiarity with interior fitout materials, finishes, Interior Fit Out methods, and regulations.

Ability to read and interpret architectural, mechanical, and electrical drawings.

Leadership and Communication Skills:

Strong leadership skills to effectively manage teams and guide project execution.

Excellent communication and interpersonal skills for working with clients, contractors, and team members.

Ability to provide clear instructions, motivate the team, and resolve conflicts diplomatically.

Analytical and Problem-Solving Skills:

Strong problem-solving skills with the ability to anticipate and address project challenges.

Analytical mindset to evaluate project data, manage budgets, and make sound decisions under pressure.

Organizational Skills:

Excellent organizational and multitasking skills to manage multiple project tasks and deadlines.

High attention to detail to ensure precision in project planning, execution, and reporting.

Work Environment:

This role primarily involves working onsite at interior fitout project locations, with occasional office-based tasks.

Flexibility to work extended hours to meet project deadlines and address site specific challenges as needed.

Key Performance Indicators (KPIs):

Ontime and within budget project delivery.

Client satisfaction and positive feedback.

Quality control adherence and minimal rework.

Compliance with safety and regulatory requirements.

Effective team management and staff productivity.