Job Title: Project Planning Engineer

Location: NCR, Mumbai, Chennai

Department: Project Planning

Reports To: Project Lead / Project Manager

Type: Full Time

Company Overview:

Padam Interiors is a leading firm specializing in innovative interior fitout solutions. Our projects span various sectors, including residential, commercial, and hospitality, and we pride ourselves on delivering high quality results that exceed our clients' expectations. We are seeking a highly skilled and motivated Interior Fit Out Project Planning Engineer to join our dynamic team.

Job Summary:

The Interior Fit Out Project Planning Engineer will be responsible for the detailed planning, coordination, and execution of interior fitout projects. This role requires a strong understanding of project management principles, exceptional organizational skills, and the ability to manage multiple projects simultaneously. The ideal candidate will have a background in engineering, construction management, or a related field, with specific experience in interior fitout projects.

Key Responsibilities:

Project Planning and Scheduling:

* Develop comprehensive project plans and schedules for interior fitout projects, ensuring alignment with client requirements and project objectives.
* Utilize project management software (e.g., Primavera, MS Project) to create and maintain detailed project schedules.
* Coordinate with project stakeholders, including clients, architects, designers, and contractors, to define project scope, milestones, and deliverables.

Resource Management:

* Identify and allocate resources required for project execution, including labour, materials, and equipment.
* Monitor resource utilization and adjust plans as necessary to ensure efficient and effective use of resources.

Budget Management:

* Prepare and manage project budgets, tracking expenses and ensuring projects are completed within financial constraints.
* Provide regular budget updates to senior management and clients, highlighting any variances and proposed corrective actions.

Quality Control:

* Implement and maintain quality control procedures to ensure all work meets or exceeds industry standards and client expectations.
* Conduct regular site inspections to monitor progress, identify potential issues, and ensure compliance with project plans and specifications.

Risk Management:

* Identify potential project risks and develop mitigation strategies to minimize impact on project timelines and budgets.
* Maintain a risk register and update regularly to reflect changing project conditions and risk status.

Communication and Reporting:

* Maintain clear and open communication with all project stakeholders, providing regular updates on project status, risks, and issues.
* Prepare and present project progress reports to senior management and clients, highlighting key achievements and areas for improvement.

Qualifications:

* Bachelor’s degree in civil engineering, Construction Management, or a related field.
* Minimum of 2 years of experience in project planning and management, specifically in interior fitout projects.
* Proficiency in project management software (e.g., Primavera, MS Project).
* Strong knowledge of construction processes, materials, and methods specific to interior fitout.
* Excellent organizational, communication, and leadership skills.
* Ability to work under pressure and manage multiple projects simultaneously.
* PMP or similar project management certification is preferred.

Key Competencies:

* Attention to detail
* Problem solving abilities
* Strong analytical skills
* Effective time management
* Team collaboration and leadership

What We Offer:

* Competitive salary and benefits package
* Opportunities for professional growth and development
* A dynamic and collaborative work environment
* Participation in high profile and challenging projects

Padam Interiors is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.