CANNYFORE

UI Designer

Role Summary

Cannyfore is looking to hire a highly motivated and energetic Project Management Officer, who will play a key role in ensuring the efficiency of the Projects team of Cannyfore. You will assist the Principal Architect in day to day operations of the projects team and would be responsible for end-to-end project management and interior execution of the new expansions.

Qualification
Education

UG: BE (Software Engineering)

Work Experience

- Lorem ipsum dolor sit amet consectetur.
- Tempor morbi arcu fringilla etiam fermentum
- Porta pellentesque congue.
- Dolor volutpat mauris auctor

Key Deliverables

- Manage all reports and trackers of the projects team
- Maintain key files and important documents of the projects team in an organized manner
- Ensure all tickets are closed within TAT
- Manage & track the progress of the ongoing project and Report to the Project head
- Ensure a consistently high standard of work is delivered in accordance with the specifications and quality standards and ensure that the team is compliant with BHIVE standards.
- Ensure regular inspection and monitoring of work by vendors and other construction partners
- Assist Architect and Design team on-site with execution according to the designs and specifications
- Set project goals and oversee projects to completion
  Maintain comprehensive and accurate records of all activities at the site
- Handle emergencies appropriately according to established procedures; prepare and file accident reports
- Collaborate with vendors and other stakeholders to ensure that all projects of BHIVE are at par with safety standards and compliant
  Manage any other additional tasks assigned by the Principal Architect in terms of business requirement

Skills

- Critical Thinking
- Word Excel
- Critical Thinking
- Administration Management

Hiring organization
cannyfore

Employment Type
Full-time

Job Location
HSR Layout, Bengaluru

Experience
4-5 Yrs Exp

Date posted
October 24, 2024

Apply Before
30.11.2024

- Computers & Electronics
- Critical Thinking