

Flexi-home limited Uganda

<https://www.flexihomes.net/job/design-manager/>

Design Manager

Description

We are seeking a well-organized, highly motivated qualified, and passionate professional willing to share in our vision and join the team in the role of Design Manager

Responsibilities

- Receiving and registering incoming projects.
- Discussing project requirements (timeframe, objectives, and goals, etc.) with the handlers and/ or Clients.
- Assigning Architects to incoming projects.
- Ensuring that every project has a project designer.
- Liaising with accounts to ensure that projects are paid up as per the company's structured payment plan before the commencement of particular stages.
- Liaising with the Creative Studio Manager at projects scheduling, assessment of client's needs, and the eventual assigning of design assistants to projects.
- Organizing for Site visits at project inceptions.
- Directly managing and coordinating members of the design team to ensure timely delivery of projects.
- Continually liaising with handlers to understand and keep a good track of project needs.
- Monitoring and tracking project requirements and deadlines during the design stages.
- Creating and implementing monthly deadlines, project goals, expectations, and workflows to ensure a smooth design process and timely delivery of the project requirements.
- File management, archiving, and backing up. To be done in liaison with the CSM.
- Liaising with the CSM in reviewing daily resources and workload schedules to ascertain outsourcing needs.
- Organize routine design meetings to assess the progress of projects and the general performance of the design team.

Qualifications

- Must have a bachelor's degree in Architecture.
- Must be conversant with the design process, and all the relevant laws and regulations.
- Must have good managerial skills.
- Must have a good skill set for reading/interpreting drawings and any other related documents.
- Must be people oriented and exhibit good communication skills.
- Must have good leadership skills and decisiveness.
- Must be in a position to work and relate with other departments

Contacts

If you believe you have the necessary skills and experience, please apply and send a detailed CV, copies of academic and professional certificates/testimonials, postal address, names of three (3) referees and a daytime telephone contact to the Human

Hiring organization

Flexi-Home Limited

Employment Type

Full-time

Job Location

Plot 15, Ntinda, Kampala, Central, Uganda

Date posted

September 14, 2022

Valid through

05.10.2022

Resource and Administration Manager not later than the 05th day of October 2022.
Applications Indicating Position Applied for should be addressed to:

***The H.R. & Administration Manager,
Flexi home Ltd
Plot 15 Ntinda
Kampala – Uganda
admin@flexihomes.net***

Please note that Applications received after the closing date will not be considered.

This advert is strictly for Flexihomes current employees.