Flexi-home limited Uganda

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

Design Manager

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

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

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.