**Job Description for: Name Here
Based at:** The Expanse Construction Site
**Title**: Construction Project and Quality Assurance Manager
**Reports to:** Director of Operations

**Job purpose**: To represent Purnaa Enterprises Pvt Ltd’s (the Company) interests regarding its New Factory, to the Architect, the Resident Engineer, and the Contractor, working to achieve overall on-time, on-budget, correct following of the design, and high quality of the construction of the Company’s New Factory. Monitor and report overall progress according to timeline, budget, and quality of the construction.

 **Key responsibilities and accountabilities:**

1. Work with the Company’s Leadership and New Factory Owner’s Representative to fully understand the company’s needs and desires for the new factory. Fully understand the specifications of the project and be able to explain the specifications to the contractor as needed.
2. Represent the interests of the Company to the Architect, the Site Engineer, and the Contractor.
3. Serve as a primary contact for the Contractor.
4. Monitor construction process and quality through frequent site visits, personal interaction with workers, and meetings with the Contractor.
5. Conduct daily quality inspections of site work. Document the quality and quantity of materials as they are delivered.
6. Conduct a daily team meeting with Quality Assurance
7. Scrutinize contractor submitted bills and ensure proper quantities have been charge. Authorize contractor payments with correct quantities.
8. Convene a weekly update meeting with the Company Leadership to present progress. Use the meeting to ask questions of Company Leadership to get guidance or feedback on requested changes to design, budget, timeline, or quality.
9. Perform milestone inspections at the construction site with the Contractor and the Company Leadership.
10. Seek first to resolve any minor concerns with the Contractor in an amicable and win-win way. Raise major concerns or notifications of major changes in design, budget, timeline and quality to the Company Leaders.
11. Ensure correct “as built” drawings are received from the Contractor that includes all variations. Co-ordinate with the Municipality for any necessary approvals.

 **Working Hrs:**

9am – 5pm Sunday to Friday. Hours may occasionally vary depending on the construction’s requirement.

**Requirements**

* Minimum Bachelor’s Degree in Civil or Structural Engineering, Master’s degree in engineering or project management preferred.
* 3+ years experience in construction project management
* Demonstratable experience managing large commercial projects especially steel structures
* Strong written and spoken English and Nepali Skills
* Strong interpersonal skills and experience managing people
* Excellent attention to detail and organizational skills