

1.5 Organizations : Functions : Roles : Expectations at Project level

| SN | Functions | Roles | Qualifications | Skills |
|----|-----------------|--|--|---|
| 1 | Civil structure | Junior Engineer to Project Manager | Civil Engg Diploma / Graduate / Software | Problem solver, team motivator, leader, quality oriented, Go getter |
| 2 | Civil Finishing | Junior Engineer to Senior Manager or Project Manager of Interior works | Civil Engg Diploma / Graduate / Software | Problem solver, Patience, team player, Detailing, Coordinations, and Documentations |
| 3 | Planning & MIS | Engineer till Planning Head | Civil Engg Graduate / PG / Planning Software | Coordinations with Presentations to all teams, Logical, analytical, Curious, Listener, Documentations, Detailing, Time management |
| 4 | Cost Management | Engineer till Cost management head | Civil Engg Graduate / PG / Software | Coordination, Billings, Maths lover, Logical / analytical matrix, Negotiator, Contractual Documentations, Time management |
| 5 | Design Mgt | Architects till Design Head | Architects Graduate / Software | Methodological control of all documents, Lead in design meetings and coordinations, Creativity, Communications, Team player, Presentations, |
| 6 | Quality | Officer till Quality head | Diploma / Graduate | Team player, Excellent coordination & communications for quality assurance and control, Strict follower of Quality policies & procedures, Time management, Vigilant |
| 7 | EHS | Officer till EHS head | Diploma / Graduate | Socially active, Vigilant, Strict follower of EHS policies & procedures, Time management, Team player, Excellent coordinator |

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| 8 | Services | Engineer till Services head | Electrical / Mechanical Engg Diploma / Graduate | Team player, Coordination, Execution knowledge as service provider to Civil activities, communications |
| 9 | Equipment | Engineer till HOD | Electrical / Mechanical Engg Graduate / PG | Technical knowledge, Team player, Excellent Communications, maintenance & operations of all equipments |
| 10 | Procurement | Officer till Procurement head | Diploma / Graduate | Time management, Integrity, Inventory control, Follow up Communications, Negotiator |
| 11 | Store : (Inventory mgt.) | Office till store head | Diploma / Graduate | Inventory management, Time management, Integrity, Documentations |
| 12 | Document Controller | Officer / Sr. Manager | Diploma / Graduate | Process and system oriented, Computer literate, Dedication, Documentation |
| 13 | Administration | Officer / Sr. Manager | Diploma / Graduate | Time, Inventory management and control, Facility management, Excellent coordination, communication |
| 14 | IT | Officer till HOD | Graduate / PG Computer applications | Both hardware and software knowledge, Licences, ERP and other software applications. |
| 15 | Coordinator | Project coordinator to Senior Mgt | Graduate / PG / | Leadership, Excellent Communications, Technical knowledge, Planning, Framing strategies, Presentations, Should be efficient and effective Multitasker. |
| 16 | Project Manager | Project controller to Senior Mgt | Graduate / PG | Leadership, framing strategies, decision making, problem solving, motivation, administration, strong technical knowledge, |