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## Project Manager

<b>Contact</b>	Create@kaipanee.com
<b>Location</b>	Bangalore

### About Kaipanee

Kaipanee stands for 'hand made' in south Indian languages. Kaipanee was launched in 2020, by Creative Surface and is located in Bangalore. The ethos of the brand is an ode to Indian craftsmanship, where not so long ago technology and skill were intertwined to create beautiful sophisticated products sought after world over. Over the years, the skill remained however the technology was not upgraded. Our effort is to change this. We focus on high-skill hand-made surfaces but are laced with the best-in-class technology. We are a material design studio controlling the entire value chain from manufacturing to end customer installation. This results in beautiful long lasting surfaces.

### Overview

We are seeking a proactive and dynamic Project Manager to join our team. This role involves coordinating with clients, managing project execution, and working closely with site engineers and internal teams to ensure the successful delivery of various projects.

### What You'll Do:

- Serve as the primary point of contact for clients, ensuring clear and effective communication throughout the project lifecycle.
- Utilise strong communication and interpersonal skills to build and maintain positive relationships with clients and team members.
- Monitor project progress, identify potential issues, and implement solutions to keep projects on track.
- Collaborate with internal teams, including design, engineering, and procurement, to ensure all aspects of the project are aligned and executed efficiently.
- Facilitate regular team meetings to review progress, address challenges, and ensure seamless communication across departments.
- Assign tasks and responsibilities to team members, ensuring clarity and accountability.
- Adapt to changing project requirements and adjust plans as necessary.
- Develop comprehensive project plans outlining timelines, resources, and milestones.



### **What We're Looking For:**

- Experience in civil construction management
- Exhibit a high sense of responsibility and the ability to handle work under pressure.
- Strong understanding of project management principles and methodologies.
- Technical understanding relevant to the industry and the ability to coordinate with site engineers.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Project).
- Excellent organisational and time-management skills.
- Strong problem-solving abilities and attention to detail.
- Exceptional communication and leadership skills.
- Ability to work effectively under pressure and manage multiple projects simultaneously.