

Senior Design Manager

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Company: Hill International, Inc.

Location: Saudi Arabia

Category: architecture-and-engineering

General Description of Role and Responsibilities:

Communicate with and update the Project Manager continuously regarding Design.

Maintain a record of the Design Consultant(s) submittals and control in a timely manner.

Ensure that the Design Consultant(s) has considered the Clients requirements as stated.

Control and manage the Senior Discipline Engineers of the Design Management Team.

Evaluate and endorse the variation orders/concession request submitted by the Design team.

Attend all meetings with Design Consultant(s), his sub-consultants and Client's Meetings.

Review and comment on all drawings and documents submitted by the Design consultant.

Assist, monitor and ensure timely submittals of all documents from the Design Consultant(s) to all government departments until obtaining the final permits necessary to proceed with the works until final completion.

Review and report to Client all Design Consultant(s) monthly reports including area of concern and recommended plans of actions.

Review the project strategy and provide recommendation to Client.

Lead PM Disciplines in reviewing Tender Documents for completeness prior to issuing to Bidders.

Prepare questionnaire for pre-qualification of the Construction Contractors, carry out the-qualification and recommend a bidders list.

Lead PM Disciplines in replying to bidders clarifications, issuing bulletins and attending technical meetings with bidders during Tender stage.

Propose alternative materials/systems to improve the Design Operation, Future Maintenance and Construction Cost.

Ensure that all Project Documents are controlled, recorded and filed as per contract requirements.

Qualifications, Experience, Knowledge and Skills:

Bachelor's degree in architecture or equivalent.

At least 18 years of design management experience.

Ability to simultaneously manage multiple project deadlines in a fast-paced environment.

A good understanding of design procedures and design tools is required.

Working knowledge of AutoCAD, Revit, and Microsoft Office (Word, Excel, PowerPoint).

Excellent command of written and spoken English.

Strong communication and presentation skills.

Check for official job listings here www.hillintl.com/careers . Beware of fraudulent communications.

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