

We're Looking for the Right Fit

PROJECT MANAGER

Role & Responsibilities

1. Project Leadership & Coordination

- Lead end-to-end project execution from concept to completion.
- Ensure all works follow approved conceptual designs, including 3D models, materials, specifications, and detailing.
- Independently resolve issues with consultants, engineers, clients, and contractors, while ensuring major matters are reported to the Director.
- Chair project meetings confidently and professionally with clients, consultants, and contractors.
- Coordinate design intent across all parties to ensure alignment and smooth execution.

2. Project Planning & Timeline Management

- Develop and maintain project timelines and deliverables.
- Monitor progress closely and ensure projects are delivered within agreed timelines.
- Identify risks or delays early and escalate to the Director when uncontrollable.
- Ensure the studio team stays aligned with deadlines and priorities.

3. Technical Expertise & Documentation

- Produce **comprehensive, precise, and complex technical drawings** independently.
- Review and cross-check drawings from all consultants, ensuring accuracy and coordination with ID works.
- Demonstrate strong technical knowledge of ID consultancy workflow, materials, construction methods, and site practices.
- Prepare and issue all relevant project documents, including:
 - Certificates of Payment (on behalf of client)
 - Contract documentation
 - DLP and CCC-related submissions
 - Site instructions, RFIs, VO documentation, defect reports, etc.

4. Communication & Reporting

- Maintain transparent and professional communication with all parties via minutes, emails, and documentation.
- Provide weekly updates to the Director summarising project status, risks, decisions, and next steps.
- Ensure all decisions are recorded and traceable to avoid miscommunication.

5. Quality Control & Site Supervision

- Conduct regular site visits to monitor workmanship, progress, and compliance with design intent.
- Identify defects or deviations early and instruct corrective actions.
- Ensure contractors follow specifications, materials standards, and detailing expectations.

6. Team Guidance & Internal Collaboration

- Guide designers and juniors with patience, clarity, and technical knowledge.
- Provide direction on detailing, materials, sequencing, and problem-solving.
- Uphold SSO's standard of precision, design quality, and professionalism.

7. Budget & Cost Awareness

- Work closely with QS or contractors to review quotations, VOs, and procurement items.
- Ensure cost decisions align with design intent and client expectations.

8. Process Improvement

- Contribute to refining SSO's internal systems, templates, and workflows.
- Identify ways to improve efficiency, quality, and communication within the team.

9. Client Management

- Build strong, trust-based relationships with clients.
- Manage expectations through clear communication, preparation, and follow-ups.

10. Risk & Problem Management

- Anticipate potential issues before they arise (technical, timeline, cost).
- Offer solutions quickly and logically.

Ready to build with us? Email your portfolio and resume to hello@ssostudio.co
Only shortlisted applicants will be notified.