

## Job Description:

1. Company Name: **MS Realty Group**
2. Position Title: **Sr. Manager - Costing & Budgeting**
3. Department: **Projects**
4. Job Location: **Mumbai**

## 5. Role and Responsibility:

- **Cost Estimation:** Develop comprehensive cost estimates for real estate development projects, including construction, materials, labor, permits, and other associated expenses.
- **Budget Preparation:** Prepare detailed project budgets based on cost estimates, financial projections, and market analysis. Ensure alignment with project objectives and investor expectations.
- **Financial Analysis:** Conduct thorough financial analysis to assess project feasibility, identify potential risks, and recommend mitigation strategies. Monitor project financial performance throughout the development lifecycle.
- **Vendor Management:** Collaborate with vendors, contractors, and suppliers to negotiate pricing, terms, and contracts. Evaluate vendor proposals and select partners that offer the best value and quality.
- **Cost Control:** Implement robust cost control measures to monitor project expenses and prevent budget overruns. Identify opportunities for cost savings and efficiency improvements without compromising project integrity.
- **Reporting:** Prepare regular reports on project financials, including budget variance analysis, cash flow projections, and financial forecasts. Communicate key findings and recommendations to senior management and stakeholders.
- **Risk Management:** Identify, assess, and mitigate financial risks associated with real estate development projects. Develop contingency plans to address unforeseen challenges and ensure project success.
- **Compliance:** Ensure compliance with relevant regulations, codes, and industry standards related to costing, budgeting, and financial reporting. Stay updated on changes in financial regulations and best practices.
- **Team Leadership:** Provide guidance and mentorship to junior team members involved in costing, budgeting, and financial analysis activities. Foster a collaborative and high-performance work culture within the team.

## 6. Requirements:

- Excellent oral and written communication skills.
- Organizational skills and the ability to multitask.
- The ability to be proactive and take initiative.
- Flexibility and adaptability.

**7. Education:** Bachelor's degree in civil engineering

**8. Work Experience:** 10 years above in Real Estate

**Technical skills:**

- Good Communication Skills.
- Knowledge of AutoCAD latest version, excel.
- Leadership, assumes overall accountability and responsibility.
- Team player, adaptive to cultural differences, ability to motivate a cross-functional team to strive for a common target (and to implement it).