



## **POSITION DESCRIPTION**

**POSITION TITLE** : Designer (PMG)/K4046

**DEPARTMENT** : PMG

**CLASSIFICATION APPROVED BY** : HRD

### **REPORTING RELATIONSHIPS**

**POSITION REPORTS TO** : Design Manager/ Assistant Design Manager

**POSITIONS SUPERVISED** : Nil

### **POSITION PURPOSE**

- To assist Construction Design Manager in developing Property Design Pack for the organization
- To ensure all design processes are followed.

### **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

- To distribute all design vocabulary and share it with all concerned people.
- To produce hard and soft copies of the design packs needed for BD, and Mall's submissions.
- To improve the design packs standards in order to match with local and universal standards.
- Designing of shops for preliminary plans.
- Producing new store design pack in full. As per the brand standards.
- Producing design pack for stores being renovated, as per the business plans.
- Coordinating designs with all concerned parties.
- Drafting all designs and all design issues as a part of developing and upgrading design standards of the stores.
- Updating all design packs and file and share it with all other designers as a part of the team work.
- Training of new staff for All Standards and drawing procedures.
- Presents 3D views, whenever is needed.
- Handle all site surveys asked to him within UAE.

### **PERSONAL CHARACTERISTICS:**

- Assertive
- Cooperative
- Analytical
- Aesthetic
- Creative

### **PERFORMANCE MEASUREMENTS**

- Producing minimum 4 numbers of Design Packs per month and/or as per the business plan.
- Maintaining the Brands identity as per the standards.
- Keeping the files update.
- Keeping the standards update.



**QUALIFICATIONS\REQUIREMENTS:**

- Bachelor's degree preferred
- Impeccable English –spoken and written
- At least 2 years related experience
- Proficient with writing reports, business correspondence and procedure manuals

**COMPETENCY REQUIREMENTS**

**The following are the key competencies that will be required to complete this job effectively. Alongside each competency is the Level at which it is expected to be demonstrated**

**(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)**

- Drive for Results - 2
- Creativity - 3
- Integrity and Trust - 2
- Team Work - 2
- Problem Solving - 2
- Developing Others - 2
- Job Knowledge - 3
- Valuing Diversity - 2

**Department Head: .....**

**Employee: .....**