

Senior Executive - Projects

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Company: The Souled Store

Location: mumbai

Category: other-general

About UsThe Souled Store is a homegrown youth casual-wear brand started in 2013. We are one of India's largest online merchandising platforms with licenses like Disney, Warner Bros., WWE, IPL, Viacom18 to name a few. Apart from selling products with themed designs such as superheroes, movies, TV shows, and cartoons, the brand also is at the forefront of the latest youth style and fashion trends. In addition to core men and women wear apparel categories, we are also in the process of expanding to new categories and introducing new product lines in the existing categories like activewear, supima products, innerwear, personal care products like perfumes and very recently launched footwear and kidswear. Although we are primarily an online brand, we've expanded in the offline retail space as well and have 16 offline stores with plans for expansion pan India. The Souled Store was born out of the idea of loving what you do, from the soul. We believe that people do their best work when they love what they do. There are too many Monday mornings and you can't go dreading every single one of them. Over the years, we have built a strong team of like-minded people that work smart, own their work, and think like leaders. If you identify with what we do and are interested in being a part of an aggressively growing brand, we would love to have you on board.

Responsibilities

JD - Sr. Executive

Projects

Responsibilities

NSO

Site Survey - Visit & SDR Docket Preparation

Preparation of Merchandise layout for Business discussion

Preparation of GFC Docket for Mall approval & Contractor appointment

BOQ Preparation for Contractor Appointment

Procurement of materials - Lights, Signages, Fixtures, Mannequins, Hangers, IT & Admin deliverables

Coordination with Mall & LL for their scope fulfilment

Coordination with Ops, Data, Design, Admin, IT & Finance

Team for cross-functional works
 Scheduled Site visits for handover to Projects, site progress,
 handover to Op
 Handover of store to Ops with minimum snags & follow-up for snags
 closure
 Technical guidance to Ops team for operating of store services R&M
 Scheduled Visits to existing stores for R&M
 Maintaining R&M Store wise log-book to track
 Evaluating Store R&M Checklist for daily tracking
 Maintain warranty cards for equipments - AC, Lights, UPS, IT, Music & Fire Extinguishers
 Initiate AMC for critical R&M Tasks
 Appointment of vendors for R&M
 Maintain Standard R&M Rates & approve non-standard item whenever required
 New developments/Refit/Partial Renovation of existing stores
 Requirements Experience - 1 - 3 years
 Note : Our hiring team will review your application and should we find your background to be a fit for this role, we will be in touch. If you don't get a response from our team within seven days, please know that your profile may not be a match for our current requirements. However, we appreciate your interest and encourage you to explore future opportunities with us :)

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