

Senior Manager / Dy. General Manager—Liaison

A graduate in Law/ any other discipline with 12- 15 years of experience of which at least 5-6 years shall be in the Liaison function in the Real Estate industry. The candidate shall be in the age group of 40 – 45 years. The key deliverables of the role are as under:

Operations

- Assist in securing timely regulatory clearances, licenses & approvals that Brigade Group requires from key stakeholders like government & statutory authorities, external agencies, industry associations etc. to facilitate the smooth functioning of business.
- Survey the environment to keep abreast of new developments in the Real Estate industry with respect to the required clearances, licenses & approvals
- Assist in the development / updation of internal processes, methodologies and / or checklists for the Department
- Work closely with the Business Development and Design & Development Departments to understand various aspects of the project; Co-ordinate property surveys, scrutinize survey drawings and identify the approvals / sanctions required
- Monitor timely preparation and collation of revenue documents in respect of the land in collaboration with the Legal Department
- Ensure timely submission of application forms with required documentation to various statutory authorities / external agencies / dignitaries (AAI, BWSSB, BSNL, KPTCL, Railways Department, NHA, Forest Department, BIAAPA, BMIPCA, KRDA, BMRDA, Village Panchayat etc.); Continuously follow up to obtain the required sanctions / approvals
- Work closely with the Vice President – Liaison to ensure timely submission of application forms with required documentation to critical statutory authorities / external agencies / dignitaries such as PCB, BDA, District Magistrate & Deputy Commissioner, for obtaining approvals / sanctions such as:
 - o NOC's
 - o Conversion of Land
 - o Development & Building Plan sanction
 - o Commencement Certificate
 - o Khatha Transfer
 - o Occupation Certificate etc
- Maintain a database of all liaison related documentation; Constantly monitor the same and ensure timely renewal of approvals / sanctions, where necessary
- Minimize penalties due to errors / omissions in obtaining approvals and sanctions
- Minimize costs incurred in obtaining clearances, licenses & approvals
- Monitor and ensure adherence to the Department budget