



Job Description

For

Mid/Senior Architect



Senior Architect

ORGANIZATIONAL CONTEXT			
Job Holder Name:			
Function:	Architecture	SBU / Business division:	
Reporting to:	Sr. Associate	Job reference number:	

SCOPE			
Supervision:	(Number of subordinates reporting to the incumbent)	Direct:	
		Indirect:	
Financial:			

JOB CONTENT

1. ROLE OBJECTIVE

To conceptualize, design, present and execute entire project adhering Client’s requirements.

2. DETAILED DUTIES AND RESPONSIBILITIES

AREAS OF RESPONSIBILITY
<ol style="list-style-type: none"> 1. <u>Understanding client Requirements</u> <ul style="list-style-type: none"> ▪ Interact with client to understand their requirements and design accordingly, documenting the same and coordinating for client’s approval. ▪ Ensure client satisfaction by taking inputs from client and sharing and sharing the developments as per project plan 2. <u>Conceptualize the design</u> <ul style="list-style-type: none"> ▪ Conceptualize and develop designs which meet client’s requirements / standards / norms. 3. <u>Obtaining approval for the drawings</u> <ul style="list-style-type: none"> ▪ Ensure that the drawings are up to the quality standard of the company and meet client requirements and sign and seal the same. ▪ Ensure that the drawings are approved by the clients. 4. <u>Site supervision</u> <ul style="list-style-type: none"> ▪ Responsible for smooth progress of work at site in all respects. 5. <u>Make regular project related follow-ups</u> <ul style="list-style-type: none"> ▪ Make regular follow-ups with vendors, consultants and clients to ensure timely delivery of materials and collection of information. ▪ Keep the track of the stages in design drawings



- Checking and ensuring that the drawings / design are executable.
- 6. Documentation
 - Responsible for arranging site documentation and design documentation for future reference as per standards. Preparing formats for the same and responsible for accuracy of all the data put in them.
- 7. Pricing & Product knowledge
 - Must have and update thorough knowledge of various building norms, material specifications, market costing & basic knowledge of Services (Electrical, Plumbing and HVAC works) and overseeing all relevant data on the same coming from sub-contractors.
- 8. Detailing
 - Responsible for the overall quality and detailing of all building items constructed to attain the desire architectural perspectives including site and landscaping works
- 9. Coordination
 - Responsible for interaction with service consultants and architecture team for designing and execution of project.
 - Share their ideas with the designing team to facilitate the execution of project.
 - Responsible for joint coordination with civil engineers, interior designers and 3D designers to streamline the project.
- 10. Communication
 - Interact regularly with who all involved in project
 - Keep the Project coordinator abreast with the project developments and send daily / weekly reports to him

3. KEY INTERACTIONS

Internal	External
<ul style="list-style-type: none"> – Architecture team members – Project Coordinator – Project Team (Design team, Civil Engineers & Technical Staff) 	<ul style="list-style-type: none"> – Clients – Consultants – Vendors / Contractors

4. MINIMUM REQUIREMENTS

Level of Education	– B. Arch
Technical Skills	<ul style="list-style-type: none"> – Proficiency in AutoCAD & Revit – MS Office (Project, Word, Excel & Power Point) – Computer literate and internet savvy – Desirable: Photoshop, Sketchup 3D Modeling, 3DS MAX, Photoshop



Other Essential Skills	<ul style="list-style-type: none"> – Good visualization skills – Good skill to develop schematic drawings – Creativity and artistic flair – Team player – Good communication skills – Aptitude for technical drawing and illustration
Experience	<ul style="list-style-type: none"> – 6+ yrs of experience in High Rise Residential / Commercial Etc.

5. KEY RESULT AREAS

1.	Conceptualize & developing the designs for client.
2.	Fulfilling clients requirements