

# JOB DESCRIPTION (JD)

## Architects (AR)

This job description is not necessarily an exhaustive list of all the duties of the position and SKDAA reserves the right to change the specific duties of the position in order to meet the business needs.

<b>DESIGNATION :</b>	✓ <b>Architects</b> (min. 3-5 yrs of experience)
<b>REPORTING TO :</b>	✓ <b>Executive Architect</b>
<b>ROLE &amp; RESPONSIBILITIES :</b>	We are looking for Architects with a flair for details and construction drawings. He / She should have an interest in consultant co-ordination and a willingness to learn. The Architects will be responsible to produce drawings, documentation for the projects under the direct supervision and guidance of the Executive Architect or Senior Architect as the case may be.
<b>KEY SOFT SKILLS:</b>	<ul style="list-style-type: none"><li>▪ Pro-active.</li><li>▪ Fast Learner.</li><li>▪ Problem-solving abilities.</li><li>▪ Readily shoulder responsibilities.</li><li>▪ Good 'detailing' abilities.</li><li>▪ Project Documentation abilities.</li><li>▪ Good listening, written and verbal communication skills.</li><li>▪ Ability to multi-task and maintain professional demeanour under pressure.</li><li>▪ Good management and client relationship skills.</li><li>▪ Organization and time management expertise.</li><li>▪ Ethical behaviour.</li><li>▪ Excellent Knowledge of AUTOCAD 2007, Photoshop 7.0, MS-Office package 2007 and other graphic software.</li><li>▪ Awareness of trends in architecture and finishes, technology and products.</li></ul>