

The **Project Architect** is responsible for managing and leading architectural projects from concept to completion. This role involves coordinating with clients, contractors, and project teams to ensure the successful delivery of high-quality architectural solutions that meet design, budget, and timeline objectives. The Project Architect serves as the main point of contact for all project-related matters and ensures that all designs align with regulatory and client requirements.

Key Responsibilities:

Project Management:

- Oversee the end-to-end delivery of architectural projects, from initial concept development to final construction.
- Develop and manage project schedules, budgets, and resources to ensure timely and cost-effective execution.
- Coordinate with multidisciplinary teams, including engineers, contractors, and consultants, to align project objectives.

Design Oversight:

- Lead the development of design concepts and architectural solutions that meet client requirements and project goals.
- Review and approve architectural drawings, models, and specifications prepared by team members.
- Ensure designs comply with local building codes, regulations, and industry standards.

Client Relations:

- Serve as the primary point of contact for clients, addressing their needs, concerns, and feedback.
- Present project proposals, progress updates, and design solutions to clients and stakeholders.
- Maintain strong relationships with clients to ensure satisfaction and foster long-term partnerships.

Quality Assurance:

- Conduct regular site visits and inspections to monitor construction progress and ensure adherence to designs.
- Identify and resolve design-related issues or conflicts during construction phases.
- Ensure all deliverables meet the highest standards of quality and craftsmanship.

Documentation and Reporting:

- Maintain accurate records of project progress, changes, and communications.
- Prepare and submit detailed project reports, including financial updates and milestone achievements.
- Ensure all project documentation is organized and accessible for internal and external use.

Required Qualifications:

- **Education:** Bachelor's or master's degree in Architecture or a related field.
- **Experience:** Minimum of 8-10 years of experience in architecture, with at least 3 years in project management roles.
- **Certifications:** Professional architect licensing (e.g., RIBA, AIA) or equivalent certification is preferred.
- **Skills:**
 - Proficient in industry-standard software such as Primavera P6, BIM automation tools, and Autodesk suite for efficient project planning, design, and execution.
 - Strong understanding of construction methodologies, materials, and industry best practices.
 - Excellent leadership, organizational, and communication skills.

Key Competencies:

- Leadership and team management skills to guide project teams effectively.
- Problem-solving and decision-making abilities to address project challenges efficiently.
- Attention to detail and precision in managing designs and project deliverables.
- Time-management skills to prioritize tasks and meet tight deadlines.
- High level of professionalism and commitment to client satisfaction.