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## Job Description – Architect Engineer

Department : Design

Reports to : Head Architect

The key overall objective of the Architect Engineer is to achieve the company's revenue and customer satisfaction goals by creating, managing and implementing sales strategy and operations.

### Key Accountabilities:

- Work with architect to ensure that construction project is in accordance with design specifications.
- Analyze building specifications, codes, space to create architectural design.
- Visit construction sites to collect measurements and dimensions as needed.
- Prepare detailed architectural drawings for commercial construction projects.
- Create architectural drawings based on building specifications, calculations and sketches.
- Create visual guidelines for construction purposes.
- Draft technical details, Prepare detailed BOQ.
- Specify dimensions, materials, and procedures.
- Use Computer Aided Design and Drafting systems to prepare drawings.
- Create and store drawings electronically & physically.
- Prepare variations of design.
- Explain concepts to construction workers.
- Prepare drawings showing the detail and method of assembly of machinery and mechanical devices.

### Skills:

- Possess excellent communication, organizational and analytical skills.
- Attention to detail, prioritization and ability to work well under pressure.
- Ability to provide instructions written and orally.
- Good command on Drafting software like AutoCad etc.
- Should be a good Communicator & self-initiator.
- Computer savvy with a good command on MS Office especially Excel and Power point.

### Experience:

- A graduate Architect Engineer / Civil Engineer having minimum 3 years of experience in architectural drafting, preferably in Real Estate. Diploma Engineer with minimum 5 years experience may also apply.