



## PR/109294 | Architect Designs – Fit-out Works

### Job Information

**Recruiter**
[JAC Recruitment India](#)
**Job ID**

1548591

**Industry**

IT Consulting

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

July 8th, 2025 16:46

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Location: Gurgaon

Role: Architect Designs (Office Interior)

### Purpose and Scope

A Design Architect is responsible for producing high quality project design deliverables in construction documents. A Senior Design Architect can work on any/all phases of development including Pre-Design, Schematic Design, Design Development, BOQ Development, Customer Interactions (for design & commercial finalizations), Final Commercials, Construction Documents and Construction Administration

#### Job Duties:

- Bring great, fresh ideas to the team that are project-appropriate.
- Produce concept boards of images for feedback and approval from Clients, which capture the intended look and attitude and that reflect branding and positioning with architecture, colour, finish materials, and lighting.
- Select in-budget materials and finishes that support the concepts.
- Regularly follow trends in architecture, and interior design so that own work and ideas are of an 'Global' caliber and level of sophistication, and in order to incorporate the latest technology and operational needs.
- Good Market Knowledge and know-how of current trends in Architecture & Construction Fields.

#### Implementation:

- Ensure quality and efficiency for assigned tasks and deliverables; maintain billable efficiency rate of minimum 80%.
- Actively work on high-level tasks and deliverables for multiple projects simultaneously.
- Produce sets of production documents in both design development (DD) and CD phases.
- Assist project teams to ensure delays are adequately documented and mitigated.
- Prepare for regular project team meetings pertaining to project tasks, deliverables, and milestones.
- Communicate directly with Client agents, subcontractors, and architects.

#### Construction Document (CD) Requirements:

- Independently use approved sets of schematic design (SD) documents to develop the following final set of production documents, each containing sufficient quality, clarity, and detail with dimensions, tags, keys, and notes, to minimize questions during construction or production.
- Project cover page, Project key plan, finished floor plans, Construction finish plans, finished elevations, Furniture plans for all areas including major public areas, meeting rooms, foyers, restrooms, fitness facilities, etc.

#### Furniture, Fixtures, & Equipment (FF&E) Requirements:

- Independently produce sets of quality details and issue CD drawings that are within budget, meet operational needs, and require few questions from outside agents.
- Review shop drawings and samples to ensure drawings and finishes match specifications.
- Quickly locate and select systems and materials due to in-depth knowledge of products and vendors.

#### Education & Experience:

Education: Candidate must possess at least a Bachelor's Degree in Architecture Engineering.

#### Experience:

- 5-10 years of working experience in the field of Architecture, Design, Build to -On Field Construction Experience, Project Management Skills, Customer Orientation, Team leading capabilities.

- Drafting AutoCAD drawings and 3D renders (using Vray, 3D Max, Lumion, etc.) AutoCAD, Sketch Up, MS Office and the like.

- Good or Sound Written & Verbal English Communication

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## Company Description