Downloaded from <https://www.velvetjobs.com/job-descriptions/office-architect>

# Example of Office Architect Job Description

Our company is growing rapidly and is looking for an office architect. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for office architect

* Responsible for adherence to corporate standards regarding applicable Corporate and Divisional Policies, including code of conduct, safety, GxP compliance, and data security
* Establishes overall architecture vision for the domain and ensures specific components are appropriately designed and leveraged
* Contributes to components of architecture strategy and vision
* Maintains domain-level blueprints and refreshes blueprints as needs emerge or in accordance to POR changes
* Ensures the construction of architecture components (e.g., data architecture, application architecture, technical architecture) in POR projects align with architecture blueprints and reference architectures
* Supports and champions efforts with cross-functional knowledge (e.g., strategy, change management, business process management)
* Coordinates all domain level conceptual architecture components (e.g., data architecture, application architecture, technical architecture)
* Works with solution architects to direct POR projects to understand enterprise level architecture strategy, technology stack and identifies future direction, gaps, and roadmap
* You will help clients envision future state capabilities, define & design modern application solutions to achieve that vision and lead the implementation of those modern applications for our clients
* You are expected to interact with key decision makers (CIO, IT Directors, ..) at our clients to

## Qualifications for office architect

* Minimum 8-10 years in relevant strategic consulting/presales roles
* Managing project teams/design professionals through all phases of a project
* Managing multiple projects and coordinating the work of design professionals to ensure compliance with the architectural program statement
* Ability to understand modern architectural patterns and terminology
* 5-10 years’ experience in the IT industry with Office 365 and Microsoft Exchange presales experience
* Overall technical leadership in at least one major network project is required