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# Example of Project Architect Job Description

Our innovative and growing company is looking for a project architect. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for project architect

* Works with Specification Writer to develop specifications and is responsible for coordination of drawings and specifications
* Checks completed reports, plans, estimates and calculations for accuracy
* Supervises preparation of technical drawings by other less senior level architects or technicians
* Performs as team leader on certain projects
* Supervises preparation of technical drawings by other less senior level staff
* Responsible for ensuring the overall design intent of the project established by the Sr
* Manage project team and deliverables
* Manage client relationships through project delivery
* Assist in developing the project budget
* Collaborate with firm management to ensure appropriate staffing of project teams

## Qualifications for project architect

* 10+ years of experience in design or management of large, complex building projects, including 2+ years of experience in designing or managing Airport Terminal projects and tenant improvement projects
* Self-starter who is comfortable with taking initiative
* Ability to take on additional tasks as the project requires
* Familiarity with CADD and BIM programs as necessary
* 5 relevant project experience (mid-large level corporate, sports, aviation, and/or hospitality) preferred
* Proficient collaboration skill