

Architect Job Description

Duties and Responsibilities:

- Conduct evaluation to identify the building requirements and needs of a client
- Discuss with clients to spot their objectives and budget for a building project
- Assist clients in taking appropriate decisions on the design, location, and materials for a proposed building construction
- Produce building plans using computer aided design software programs and technical drawing tools
- Specify the measurement, materials and outline of building components to be implemented by building contractors
- Ensure building designs fall within the specified budget and requirements of a client
- Liaise with construction experts, such as surveyors and urban planning engineers to design and construct safe and up-to-standard architectural structures
- Prepare and present proposals, tenders, and pitches to clients to secure a construction design contract
- Monitor construction activities at a site to ensure design specification, and that plans are maintained
- Establish contact with clients to discuss building progress, issues arising, and necessary adjustments to be made
- Direct the activities of trainee architects and interns to ensure their designs and specifications are precise
- Conduct price negotiations with contractors on behalf of clients to set fair prices
- Oversee the activities of site contractors to ensure timely completion of project
- Ensure an architectural structure is in compliance with government safety and health regulations.

Architect Requirements – Skills, Knowledge, and Abilities

- Education and Training: Architects usually require a Bachelor's degree in architecture as a step towards a career in the field. A master's degree is also essential in overcoming competition. Architects are also required to complete a 3-year internship at an architectural firm and pass the Architect Registration Examination to become licensed architects. They may be required to go for occasional training courses to keep their license
- Creative Ability: Architects are adept to drawing up innovative and aesthetic building designs
- Communication Skill: They are able to present their ideas orally, in writing, and via technical drawings/images
- Technical Skill: They are proficient in using manual and CAD tools to create feasible building plans
- Teamwork Spirit: Part of the qualities of architects is the ability to work with other building/construction professionals to achieve an objective.