

# Architectural Designer Job Description

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## **Duties and Responsibilities:**

- Collect information on the design requirements for a building project
- Interact with clients to identify structural specifications, location and budget
- Prepare proposals and deliver presentations convincing clients to offer them contracts for a building design
- Proffer recommendation to clients on suitable choice of design, considering set budget and preference
- Produce designs for proposed structures using CAD tools such as AutoCAD, ArchiCAD, and manual drafting
- Work around a set budget to create building plans that meet the requirements of clients
- Present building plans to client/management for approval
- Specify important details for a building project such as cost estimates, materials, and assumed duration of construction
- Exchange information and ideas with other building design professionals to add to their pool of knowledge
- Supervise the activities of junior designers to ensure the accuracy of their structural plans
- Adhere to company policies, regulations and standards when working with clients
- Document and keep record of architectural designs and other relevant information required for filing purposes
- Maintain contact with clients during building construction to help resolve possible design problems
- Modify created designs on request of management or client
- Attend conferences/workshops to stay up-to-date with architectural trends and development.

## **Architectural Designer Requirements – Skills, Knowledge, and Abilities**

- **Education and Training:** Architectural designers basically require a Bachelor's degree in Architecture. An in depth knowledge of 3D modeling software such as AutoCAD is also essential. Licensure is not required although career advancement to the architect position mandates licensure
- **Creative Design Skills:** Architectural designers are proficient in producing feasible aesthetic building designs
- **Communication Skills:** Architectural designers are able to interact with clients to convince them or highlight the details of an architectural design
- **Mathematical Skills:** As one of their key qualities, architectural designers are expert number crunchers and can make calculations to layout precise measurements for an architectural structure.