



## Architect Executive

- **Vacancy for:** 1
- **Posted on:** Nov. 14, 2018
- **Deadline:** Nov. 26, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: Architecture / Interior Designing
Job Level	: Entry Level
Employment Type	: Full Time
Job Location	: Baluwatar, Kathmandu
Offered Salary	: Negotiable

### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : Not Required

### Job Description

**Reporting to:** To be answerable to the Architect Head.

#### Major Functions / Responsibilities:

- To determine client's requirements and ensure client's expectations are met, and their participation in the design process is facilitated
- To ensure client's involvement in the decision-making process and regular update to them
- To undertake site appraisals advising client of any statutory constraints and site conditions
- To provide the professional expertise to achieve appropriate design solutions within agreed objectives and within the given timescales
- To administer projects during the construction phase, ensure that information is available
- To enable projects to be completed on time and within budget and maintain good working relations with all involved
- To ensure that allocated projects comply with current legislation and statutory requirements and that all necessary approval and consents are sought i.e. planning, building regulations, etc
- To undertake measured surveys of buildings and produce CAD plans, ensure accurate and up to date records and attribute information are provided to the Property Services Manager for inclusion in the Council's Asset Register
- To prepare all the required design and drawing for the project with the different software and mold
- Preparation of the drawing of the building
- Preparation of drawing which had been changed by the clients of site and coordinate to site

#### Sub Functions / Responsibilities:

- Support Head of the Department for timely completion of assigned task
- Periodical site visits for re observation of the work carried out at site
- To assist and play role for the any of Planning, Development and needed assist in the department

**Note:** Candidate must have 2 wheeler with valid driving license

### Applying Procedure

Apply Link : <https://merojob.com/assistant-architect-4/>

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