



Position: Junior Architect

Qualification: Professional architecture degree preferred.

Experience: 1-2 years of experience, working in an architect's office

Location: Karachi

Responsibilities:

- Responsibility for project life cycle from buyout to closeout.
- Review architectural, MEP, and structural, designs and plans.
- working collaboratively with consultants.
- Send/manage/maintain project management documents and schedules including RFIs, schedules, contracts, submittals, punch-list, change orders and warranties.
- Participates in pre-construction phase and project planning.
- Coordinates the work of mechanical, electrical and plumbing engineers, structural engineers and other consultants as the project requires.
- Reviews shop drawings.
- Generates project minutes and site observation reports.
- Maintains project files in compliance with standard office policies.

Skills:

- High proficiency in AutoCAD, 3-D Rendering Programs, Acrobat, and MS Office suite, including MS project.
- Strong visual awareness and an eye for detail.
- Good drawing skills.
- Excellent verbal and written communication skills.
- Presentation skills.
- Be able to organize projects.
- Time management skills.
- Organizational, project management and planning skills, including the ability to juggle multiple tasks.

To apply, candidates can send their updated resumes to **Maham.Iqbal@tpcorp.com** and **Aletta.Fonseca@tpcorp.com**