

JUNIOR ARCHITECT

**Location: East Street, Camp, Pune | Job Type: Full-time | Experience: 01-03 Years |
Industry: Real Estate, Construction | Gender: Female, Male**

About Us

Kumar Properties Lifespaces Pvt. Ltd. is one of India's most trusted and respected real estate brands, with a rich legacy of over 58 years in shaping urban landscapes. Headquartered in Pune, we have successfully delivered more than 35,000 satisfied homes and numerous commercial landmarks across key locations.

Our commitment to quality construction, timely delivery, and customer satisfaction has earned us an unmatched reputation in residential and commercial real estate. At Kumar Properties, we don't just build spaces — we craft enduring lifestyles.

The Opportunity

A Junior Architect (01-03 Years Experience) in the real estate industry is typically responsible for supporting the design, coordination, documentation, and execution of residential, commercial, and mixed-use projects under the guidance of senior architects and project managers.

Key Roles and Responsibilities

1. Architectural Design & Planning

- Assist in preparing conceptual and schematic designs.
- Develop architectural layouts, floor plans, elevations, and sections.
- Prepare presentation drawings and design proposals.
- Ensure designs comply with project requirements and local regulations.
- Coordinate design modifications based on client and management feedback.

2. Working Drawings & Documentation

- Prepare detailed architectural working drawings.
- Develop construction drawings, GFC (Good for Construction) drawings, and detailing.
- Prepare area statements, design reports, and technical documentation.
- Maintain drawing registers and revision records.
- Ensure drawings are updated as per site requirements.

3. Coordination with Consultants

- Coordinate with structural, MEP, landscape, and interior consultants.
- Review consultant drawings for architectural compatibility.
- Resolve design clashes and coordination issues.
- Participate in coordination meetings and record action points.

4. Site Coordination & Monitoring

- Conduct regular site visits to monitor construction progress.
- Verify execution as per approved drawings and specifications.
- Identify deviations and recommend corrective actions.
- Assist in resolving site-related technical issues.
- Prepare site observation and inspection reports.

5. Approval & Compliance Support

- Coordinate documentation required for approvals and certifications.

6. Quantity & Material Coordination

- Review material specifications.
- Assist in material selection and approval processes.
- Verify architectural quantities when required.
- Coordinate mock-ups and sample approvals.

7. Project Management Support

- Track architectural deliverables and project timelines.
- Maintain project documentation and correspondence.
- Support project planning and scheduling activities.
- Assist senior architects in project reviews and progress reporting.

Software and Technical Skills

- Expected proficiency in:
 - **AutoCAD: Mandatory**
 - SketchUp
 - Revit
 - MS Office
 - Basic BIM coordination

Qualification, Skills and Experience

- **Experience: Proven work experience 01-03 years in reputed Real Estate companies / Architectural firms is compulsory.**
- **Education:** B.Arch / M.Arch.
- **Communication:** Ability to present design ideas clearly and collaborate effectively within a cross-functional team.
- **Attention to Detail:** Meticulous eye for dimensioning, material specifications, and building codes.