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## Architect

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Company: Ghafari

Location: İstanbul

Category: other-general

### Job Description:

#### GENERAL SUMMARY:

The Architect, with some supervision from the Lead of Architecture, assists in the development of the design work; leads in the production of technical drawings and specifications; coordinates the related work of the other disciplines; and assumes in-house construction administration duties on projects of moderate size and complexity.

#### ESSENTIAL JOB FUNCTIONS:

Has the ability to coordinate and run small to moderate scale projects with some complexity.

Establish the factual parameters of the design work (e.g., code, site restrictions, budget, and schedule restraints); identify building systems options and related performance and cost criteria; assist in the presentation of design documents.

Assume primary responsibility for the daily activities of the architectural project, progress of the work and technical quality of the Construction Documents (drawings and specifications).

Provide mentorship and embrace opportunities for learning with less experienced staff throughout the course of the project.

Accurately produces schematic design, design development and construction documents.

Proficient at architectural graphic standards and construction drawing set organization and development.

Initiate and orchestrate the work of the entire project team (the various engineering and interiors disciplines, and other consultants), and facilitate the timely exchange of information between all project team members.

Assume responsibility for the coordination of all disciplines, documents, and for insuring that quality control procedures are enforced.

Perform all in-house construction administration duties: respond to RFI's, review and approve shop drawings, issue bulletins, etc.; assist in providing field-representation services (at the request of the Project Manager).

Possess/demonstrates thorough knowledge of company standards. Help maintain and improve office architectural standards, details and production tools.

Proficient with Revit project set-up and workset/model management in accordance with company standards.

Possess/demonstrates the ability/willingness to accept constructive feedback and mentorship from colleagues to enhance professional development.

Perform related duties as assigned.

#### **EDUCATION:**

Bachelor's degree in Architecture or Architectural Engineering; Master's preferred.

#### **EXPERIENCE:**

5+ years related architecture experience

#### **SKILLS/COMPETENCIES:**

Proficiency in AutoCAD, Revit, Navisworks, Microsoft Office and Microsoft Teams

Familiar with BIM360.

Excellent written and verbal communication in both **English and Turkish**

Knowledgeable with architectural presentation techniques, rendering is preferred

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higher education. As a global team of engineers, architects, process designers, and consultants we blend insight with technological innovation helping clients elevate their efficiency, sustainability, and impact.

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(<https://www.ghafari.com/news-and-views/ghafari-is-a-best-and-brightest-company-in-detroit-chicago-west-michigan>) company to work for in the US, Ghafari has made a name for itself through our culture, employee benefits, and portfolio of projects

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By fax at 313.436.8624; Attn: Human Resources

By mail at 17101 Michigan Avenue, Dearborn, MI 48126; Attn: Human Resources

In person at 17101 Michigan Avenue, Dearborn, MI 48126.

By email at [hr@ghafari.com](mailto:hr@ghafari.com)

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