

## ROLE CLARITY DOCUMENT

23/02/2026

**Position** : Junior Architect (Project Support / Documentation)  
**Department** : Architectural Studio – *New Zealand Operations*  
**Role Starts** : April 2026

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**Reporting To** : Team Lead / Senior Architect  
**Project Types** : Residential single units + Town Houses – Timber Architecture for New Zealand  
**Experience** : 0-1 year (**Fresh Graduate** with Internship experience acceptable)  
**Software** : Revit (working drawing and documentation workflow expected)  
**Salary Range** : ₹3.0 – ₹3.6 LPA (Can discuss as per demonstrated skills)  
**Review** : After 6 months (based on performance and responsibility handling)  
**Commitment** : *Long-term role 2.5 to 3 years minimum required*

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### Who we are looking for:

We are looking for a young disciplined, dependable and learning-oriented architectural team member who will directly support senior architects in executing live projects.

This is not a “learning by watching” position. This is a hands-on execution role where you will be responsible for drawings, coordination and project flow.

You will work closely with seniors, consultants and internal teams to ensure projects move forward smoothly, accurately and on time.

### Who Should Apply (What We’re Looking For)

- Someone who is disciplined and consistent in their work
- Open to learning and willing to commit for the long term
- Takes ownership and responsibility for their tasks
- Planning to pursue a Master’s degree abroad in the future
- Interested in building a future career in New Zealand, Australia, the UK, or USA

### What You Will Gain

- Real project exposure
- Detailed technical drawing experience {using Revit}
- Strong understanding, review and co-ordination for consultant documentation, with clarity on consultant roles and responsibilities
- Professional organisation and management training {using Monday.com}
- Structured mentoring from seniors

### What This Role Is Not (Who should not apply)

- This is not a casual job
- This is not a “design only” job
- This is not a short-term role
- This is not a work from home role

## About the Practice:

**Mercury Architects** isn't just another design studio.

Founded in 2019 and headquartered in Auckland, New Zealand, we work on real, international-standard architectural projects, and we expect real performance in return.

When you join us, you won't sit quietly drafting in a corner. You'll understand how an actual architectural practice operates. How decisions are made. How responsibility is owned. How professionals think, communicate, and deliver.

We use industry-grade tools like Revit and structured server systems because precision matters. You'll learn coordination, technical depth, and systems that prepare you for global practice - not just local drafting work.

Our culture? Respectful. Transparent. Zero politics. Zero toxicity.

But also: Disciplined, accountable, and serious about excellence.

We work Monday to Friday, with proper leave policies - because burnout doesn't build great architects. A clear mind does.

However, let's be clear - this is not a comfort zone internship.

You will be challenged.

You will be pushed to improve.

You will be expected to think independently.

And you will take ownership of your work.

If you're looking for an easy job, this isn't it.

If you're looking to grow faster than your peers, build confidence, and develop the mindset of a strong architect - this is exactly where you should be.

## Role Clarity:

### 1. Project Support & Technical Contribution

- Support seniors with drafting, 2D drawings, 3D modelling and documentation
- Prepare working drawings, presentation drawings and council approval sets
- Contribute technical inputs to help move projects forward
- Integrate consultant drawings (structural, civil, etc.) into architectural set
- Assist with documentation across different project stages

### 2. Communication & Coordination

- Coordinate daily with your assigned senior architect
- Share progress updates and flag issues early
- Work closely with internal team members for inputs and revisions
- Participate actively in weekly meetings and reviews
- Contribute positively to studio culture and team energy

### 3. Time Management & Organization

- Prioritize tasks based on urgency and project stage
- Create task schedules and follow through
- Understand project phases and plan your work accordingly
- Track deadlines and ensure submissions are on time

### 4. Compliance & Regulations

- Ensure drawings comply with relevant council and authority regulations
- Stay updated on regulatory changes
- Discuss compliance queries with seniors and implement corrections
- Prepare accurate drawings ready for approval and submission

### 5. Design Brief Adherence

- Follow the approved design brief and client requirements
- Stay aligned with previously approved stages
- Avoid unauthorized design changes
- Ensure drawings accurately reflect the project vision

### 6. Drawing Quality & Documentation Standards

- Follow company drawing standards and protocols
- Produce clear, accurate and readable drawings
- Review and verify drawings carefully before submission
- Integrate consultant information correctly
- Use official company templates and help maintain template accuracy
- Ensure consistency across all project drawings
- Ensure all project information is up to date and organized

### 7. Learning & Professional Development

- Participate in internal training programs
- Improve technical and documentation skills
- Learn new tools, systems and industry practices
- Accept feedback and apply suggestions

**Apply here :** <https://mercuryarchitects.co.in/careers>