



## **Job Position: Fresh Graduate Architect**

### **About K. Thomas & Associates**

K. Thomas & Associates is a prestigious firm specializing in Project Management Consulting, Architecture, Structural Engineering, and Liasioning. With over 33 years of experience across Navi Mumbai, Mumbai, and the Middle East, we have successfully completed more than 1,200 projects spanning Residential, Commercial, IT, Industrial, Institutional, and specialized technical sectors.

### **Company Culture**

Join a highly professional yet enjoyable work environment at K. Thomas & Associates. Our inclusive and respectful team is driven by quality and excellence, offering a collaborative setting with strong leadership and ample opportunities for learning and professional growth.

### **Benefits**

- **Mentorship:** Gain invaluable guidance from international industry professionals.
- **Skill Development:** Enhance your technical expertise to meet high-quality standards.
- **Career Growth:** Develop a comprehensive, 360° perspective on architectural practice and project management.

### **Position Objective**

As a Fresh Graduate Architect, you will be actively involved in the design process—from initial concept development through to the production of final construction drawings and comprehensive documentation. In addition, you will participate in site visits, client meetings, and consultant interactions as you gain experience and demonstrate professional growth.

- Experience Required : 6 Months to 1 years experienced Preferred.
- Qualification : Bachelor of Architecture (B. Arch)
- Design Software : AutoCAD, Revit Architecture
- Other Software : SketchUp, Lumion
- Commitment : Minimum of 2 years
- Package : INR 2.4 Lakh to 3.0 Lakh per annum  
(Initial review after 6 months)



## **Roles & Responsibilities**

### **Drafting Concept Drawings:**

- Accurately draft concept drawings in accordance with the team leader's instructions.
- Ensure all drawings are clean, clear, and adhere strictly to the company's format guidelines.
- Confirm project details with the team leader prior to initiating any design work.
- Gather necessary information and briefings from clients and the team leader to avoid any gaps in the design.
- Align your design approach with the discussed directions, balancing client requirements with innovative ideas; discuss new concepts during creative meetings.

### **Council Drawings, GFC drawings & Co-ordination:**

- Create precise required drawings that comply with company standards, including appropriate text sizes, line weights, and overall graphical presentation.
- Establish deadlines in consultation with the team leader and project demands, ensuring efficient work progression.
- Conduct thorough self-reviews on all drawings prior to submission for internal review.
- Effectively manage any modifications or adjustments required for ongoing projects.
- Co ordinate with required consultants effectively to incorporate their data correctly on our drawings.
- Read all consultant drawings for any ambiguity & respond to them if found on priority.

### **Systems & Protocols:**

- Ensure proper storage of all data in designated folders and consistently save files on the server rather than on local desktops.
- Adhere to the company's file naming conventions.
- Utilize designated communication channels (WhatsApp, email, and project management software) for all professional correspondence.

### **Communication & Presentation:**

- Maintain a semi-formal to formal dress code and a well-groomed appearance at all times.
- Demonstrate effective communication skills in all interactions.
- Prepare all drawings and necessary data one day in advance of any client meeting, ensuring a thorough understanding of the meeting agenda.
- Record detailed minutes (MOM) during all site and client meetings and promptly email them to the client on the same day.
- Organize vendor meeting data in designated folders and update contact details in the project management software.
- Promptly acknowledge and address any mistakes or errors, prioritizing their resolution.

Regards,

**Ar. Santosh Satpathy**  
**(Senior Associate Architect)**