



Job Position: Senior Architect

About K. Thomas & Associates

K. Thomas & Associates is a prestigious firm specializing in Project Management Consulting, Architecture, Structural Engineering, and Liaisoning. 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 – Senior Architect

As a Senior Architect, you will take a leadership role in managing architectural projects from inception to completion, ensuring high design quality, technical excellence, and seamless execution. You will be responsible for guiding and mentoring junior team members, fostering a collaborative work environment, and maintaining strong client relationships through effective communication and strategic project management. Your role will encompass conceptual design, technical detailing, coordination with consultants and contractors, and ensuring adherence to timelines and budgets. Additionally, you will play a key role in project reporting, quality control, and decision-making while contributing to the firm's long-term growth and design vision.

- Experience Required : 2years to 3 years experienced Preferred.
- Qualification : Bachelor of Architecture (B. Arch)
- Design Software :AutoCAD, Revit Architecture
- Other Software :SketchUp, Lumion
- Commitment :Minimum of 2 to 3 years
- Package :INR 3.0 Lakh to 3.6 Lakh per annum
(Initial review after 6 months)



K. THOMAS & ASSOCIATES

PROJECT MANAGEMENT CONSULTANT

ARCHITECTS, ENGINEERS & INTERIOR DESIGNERS

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Design & Project Execution

- Lead the development of concept designs, ensuring creativity and innovation while aligning with client requirements and company standards.
- Review and refine design concepts prepared by junior team members, providing constructive feedback and guidance.
- Ensure all drawings—including council submissions, Good for Construction (GFC) drawings, and coordination sets—are accurate, well-documented, and compliant with regulations.
- Oversee project design and execution from concept to completion, ensuring efficiency, quality, and timely delivery.
- Identify and resolve design challenges proactively, coordinating with consultants and internal teams.
- Conduct site visits and inspections to verify adherence to design intent and execution standards.

Client Communication & Relationship Management

- Act as the primary point of contact for clients, ensuring clear and professional communication throughout the project lifecycle.
- Conduct client meetings, present design ideas effectively, and provide regular project updates.
- Maintain detailed documentation of client interactions, meeting minutes, and key decisions for reference and accountability.
- Address client concerns and feedback promptly, balancing their needs with the firm's design principles and feasibility.

Project Coordination & Reporting

- Coordinate seamlessly with consultants, contractors, and other stakeholders to ensure smooth project execution.
- Maintain and present detailed project reports, highlighting milestones, risks, and action plans for resolution.
- Ensure proper documentation, including project schedules, reports, and correspondence, is updated and stored systematically.
- Monitor project budgets, schedules, and deliverables, ensuring alignment with client expectations and company objectives.

Training & Mentorship

- Guide and mentor junior architects, interns, and new team members to enhance their technical and design skills.



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- Conduct periodic training sessions on design methodologies, software usage, and best practices.
- Foster a culture of continuous learning and professional growth within the team.
- Review and provide constructive feedback on junior team members' work, ensuring high-quality output.

Systems, Protocols & Quality Control

- Ensure adherence to company protocols for file storage, documentation, and communication channels.
- Maintain high-quality control standards in all design deliverables, ensuring accuracy, clarity, and adherence to company guidelines.
- Oversee the proper organization of project files, ensuring data security and ease of access for the team.
- Ensure that all team members follow the firm's systems and workflows to maintain efficiency.

Communication & Professional Conduct

- Exhibit strong verbal and written communication skills in all professional interactions.
- Maintain a professional appearance and represent the firm in a manner that upholds its reputation.
- Record and distribute minutes of meetings (MOM) for internal and client discussions to ensure alignment and accountability.
- Acknowledge mistakes openly and take swift corrective action to uphold the firm's quality standards.

Regards,

Ar. Santosh Satpathy
(Senior Associate Architect)