

Job Description – Senior Architect

Company: DFI Architects

Location: Kailash Colony

Employment Type: Full-Time

Department: Architecture & Design

Reporting To: Principal Architect / Project Director

About DFI Architects

DFI Architects is a design-driven practice focused on delivering innovative, functional, and context-sensitive architectural solutions across residential, hospitality, commercial, and mixed-use developments. The studio emphasizes technical excellence, sustainability, and strong execution detailing, ensuring seamless transition from design to site delivery.

We operate in a highly collaborative environment involving architects, consultants, project managers, and execution teams to deliver high-quality built outcomes aligned with client vision, timelines, and project feasibility.

Role Overview

We are seeking a highly experienced and design-driven **Senior Architect** to lead projects across all stages—from concept to execution. This role requires strong design leadership, advanced technical expertise, and the ability to manage teams, consultants, and client relationships.

The ideal candidate will take ownership of project delivery, ensure design integrity, and drive coordination across disciplines while mentoring junior team members and maintaining high-quality standards.

Key Responsibilities

1. Design Leadership & Project Planning

- Lead conceptual design, design development, and project planning strategies
- Translate client vision into innovative, functional, and buildable design solutions
- Oversee preparation of schematic and detailed design packages
- Ensure alignment with design intent, brand standards, and project goals
- Conduct and lead internal design reviews and critique sessions

2. Technical Oversight & Documentation

- Review and approve working drawings, tender drawings, and GFC sets
- Lead development of complex architectural detailing (façade, interiors, joinery, wet areas)
- Ensure compliance with local bye-laws, NBC, fire safety norms, and statutory regulations

- Establish and monitor documentation standards, QA/QC processes, and drawing protocols

3. Consultant & Multidisciplinary Coordination

- Lead coordination with Structural, MEP, Landscape, Lighting, and specialist consultants
- Ensure seamless integration of all consultant inputs into architectural deliverables
- Identify and resolve design conflicts and technical clashes proactively
- Chair coordination meetings and drive technical decision-making

4. Client & Stakeholder Management

- Act as the primary point of contact for clients on design and technical matters
- Lead client presentations, design discussions, and approvals
- Provide strategic design direction aligned with budget and feasibility
- Track project milestones, decisions, and action items

5. Site & Execution Leadership

- Oversee site implementation to ensure adherence to design intent and quality standards
- Review shop drawings, materials, and mock-ups for approval
- Conduct site visits for progress review, issue resolution, and coordination
- Support project execution teams with timely technical clarifications

6. Team Leadership & Mentorship

- Lead and mentor junior architects and design team members
- Delegate tasks effectively and monitor team performance
- Foster a collaborative, high-performance studio culture
- Support skill development and technical growth within the team

7. Quality, Compliance & Delivery

- Ensure adherence to timelines, budgets, and project deliverables
- Implement quality control systems across all project stages
- Maintain structured documentation, drawing registers, and revision control
- Uphold design excellence and execution precision across projects

Required Qualifications

- Bachelor's or Master's Degree in Architecture
- **8–12 years** of relevant professional experience in reputed architecture/design firms
- Proven experience in handling projects independently from concept to completion

Technical Skills

- Strong proficiency in **AutoCAD (mandatory)**
- Working knowledge of **SketchUp and Adobe Suite**
- **Revit/BIM proficiency preferred**
- Strong understanding of construction detailing and methodologies
- Familiarity with authority approvals and regulatory frameworks
- Knowledge of sustainable and climate-responsive design practices

Core Competencies

- Leadership and decision-making ability
- Strong client-facing and presentation skills
- Excellent coordination and communication skills
- Strategic thinking and problem-solving mindset
- High ownership, accountability, and attention to detail
- Ability to manage multiple projects and deadlines