



ARCHITECTURAL DESIGN MANAGER

Location: Petaling Jaya

Nationality: Local

Type: Permanent

Post: 1

RESPONSIBILITIES:

- Assist in supporting overall design and development aspects of projects' phases are parallel with strategic blueprint.
- Assist in establishing project design brief in complementing project's objectives and goal; with local authorities' guidelines and requirements in view.
- Recommends on overall strategic project planning in complying with local rules and regulations, accommodating timelines, cost control and eliminates or reduce abortive activities.
- Assist and ensure design co-ordination between in-house architecture, landscape and interior Design Team and consultants are administered.
- Provide information of local design guidelines and regulations to in-house design team. Assist in-house design team in Value Engineering exercise as and when it is necessary.
- Evaluate qualified design consultants' work scopes and ensure work scopes are in-line with project requirements or department's standard requirements.
- Assist consultants on preparation of submissions to local authorities by obtaining relevant supporting documentations, acquiring submission fee, relevant signatories and other matters pertaining to local authorities' submissions.
- Review on consultant drawings for authority submissions, co-ordination of consultants' drawings for tender and construction purposes.
- Review of method statements and material samples submitted by contractors; collectively with design & submitting architects, landscape architects and/or interior design on behalf and with consent from in-house design team as and when is required.
- Assist project team/site team on overseeing architectural work quality by performing periodical assessments during construction period.
- Ensure S.O and design consultants provide relevant information required by construction team with prompt respond and timely manner.
- Review Sales & Purchase (SPA) architectural layouts and specifications are analogous to Sales & Marketing requirements & scheme, as well as in accordance and permitted by law.
- Assist Sales & Marketing team in standardizing project specifications, details and information for sales purposes; as well as purchasers' queries.
- Assist relevant after-sales/customer-care departments in providing information on related design queries within the Defects Liability Period.