

## PROJECT LEADER (SENIOR ARCHITECT)

Design International is an international architectural practice providing retail, commercial and mixed-use property consultancy services for clients across Europe, the Middle East, Asia and North Africa.

We are looking for a Senior Architect with proven experience leading large retail and mixed-use projects to join our expanding London office at the earliest opportunity. As Project Leader, you will be responsible for leading the design team and the coordination with external Consultancy Firms assigned to a specific project and managing the project as well as team administration tasks. In summary, essential duties and responsibilities of the role will include:

Acting as point of contact for the client project team

- Successfully managing the relationship with the client and resolving any issues arising from the project
- Travelling often around the UK or abroad to monitor and supervise project

Managing the project administration

- Ensuring team timesheets are completed correctly and on time
- Tracking performance against the project budget
- Coordinating requests for revisions and chargeable change orders - including obtaining approval for revision budgets and timelines
- Ensuring that project documentation is filed and archived correctly
- Approving project related expenses and coordinating client invoicing with the finance department
- Providing periodic project reports to the Project Principle, to the Technical Director and to the Contract Manager

Managing the team HR administration

- Responsible for managing team member absence (sick leave, holidays, timekeeping etc.)
- Responsible for identifying training requirements and managing performance issues

**Required Skills & Qualifications:**

- Fluent in written and spoken English, additional languages of advantage
- RIBA Part 3 Qualified or equivalent with at least 7 years professional experience
- Excellent client-facing and internal communication skills
- Excellent interpersonal and team management skills in a culturally diverse environment, confident communicating at all levels of the organisation
- Proficient in the use of design applications (such as CAD) and Microsoft Office Suite
- Experience leading large retail and/or mixed-use projects is required; experience running projects in the Middle East and/or Asia is preferable.

Salary: dependent on skills and level of experience, plus an annual discretionary bonus.

Additional Notes: please submit a copy of your cover letter, CV and portfolio to the following email address: [careers@designinternational.com](mailto:careers@designinternational.com). No agencies please.