

Job Position: Client Architect

Location: Tirana

Work Schedule: Part-time (Afternoons)

Company: Pajtoni Group – Tirana Boulevard Project

Job Description

Pajtoni Group, as part of its latest construction project **Tirana Boulevard**, is looking for an experienced Client Architect to coordinate and contribute to the development and implementation of architectural projects.

Key Responsibilities

1. Study and analyze the developed project and its specifications.
2. Collaborate with the technical team to process and develop the project.
3. Coordinate project feasibility with other technical disciplines (MEP).
4. Prepare drawings as requested by the implementation team.
5. Create architectural drawings for tender packages and assist in project execution.
6. Coordinate architectural details subcontracted to suppliers or contractors.
7. Analyze offers and drawings to ensure compliance with project requirements.
8. Assist in scheduling architectural works based on the overall project timeline.
9. Prepare typical details aligned with project costs and technical specifications.
10. Work closely with the sales department to provide graphic materials and support sales efforts.
11. Maintain strong relationships with clients and attend meetings to address their requirements.
12. Coordinate work for specific clients and gather the necessary information.
13. Perform additional duties as assigned.

Requirements and Qualifications

- **Education:** University degree in **Civil Engineering** or **Architecture**.
- **Experience:** Proven experience in the field of engineering or architecture.

- Strong management, organizational, and design skills.
- Advanced proficiency in computer programs (CAD, Excel, MS Project, etc.).
- Ability to read, analyze, and explain projects and technical documents.
- Experience managing construction projects and contracts.
- Attention to detail, especially regarding aesthetic and functional finishes.
- Excellent communication, presentation, and report preparation skills.
- Teamwork and decision-making capabilities.

How to Apply

Interested candidates are invited to send their CVs to:

✉ **humanresources@kronconstruction.al**

Or contact us at:

☎ **069 209 0173**

All applications will be handled with strict confidentiality