

**COMPREHENSIVE JOB DESCRIPTION**

<b>Intermediate Urban Design Architect</b> DR2601	<b>UD2</b>
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**STUDIO URBAN DESIGN 2026**

Studio Urban Design is an International Architecture and Urban Design Practice licensed in Hong Kong and the United States (California) with keen interest in providing unique high level Masterplanning and Urban Design services across the Asia region.

In 2026, we are enhancing our focus in Vietnam to assist in the country’s rapid growth and related commitment to infrastructure development.

Studio is taking the first steps to establish a full-service practice in Saigon, and needs committed urban designers with an architectural background to assist in the execution of new project work over the next year.

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**ROLES AND RESPONSIBILITIES | FULL-TIME, FIXED-TERM CONTRACT (56–60 WEEKS)**

Overall: Works directly with the Project Director to execute concepts and assist in guiding the supporting design and technical team during the process.

## **a | Responsibilities Leadership**

- Responsible for ensuring the overall design intent of the project established by the Project Director is incorporated into the detailed documentation.
- Assist in managing the design process and leads detailed tasks required from conceptual phase through presentation documentation, ensuring the design idea is consistent and effectively and accurately communicated.
- Responsible for technical resolution and integration of technical solutions as necessary into the overall project.
- Works with Specification Writer to develop specifications and is responsible for coordination of drawings and specifications.
- Checks completed reports, plans, estimates and calculations for accuracy.
- Sets the overall strategy for producing the documents and identifies the sheets planned for each stage of the work.
- This includes defining how data will be organized into files and which elements will be incorporated in a format agreed by Director and Client.
- Sets up project team software parameters and manages standards.
- Fosters and maintains a collaborative professional working relationship with the Project Design Team and becomes the critical link for the project Director and the support team.
- Responsible for communication with other disciplines, vendors, and contractors to ensure incorporation of all information into project requirements and provides support as necessary.
- Ensures that design detail documentation conforms to quality assurance, quality control and best practice standards.
- Supervises preparation of drawings by other less senior level architects or technicians.
- Performs as team leader on certain projects.
- Mentors and directs the work of less experienced staff, participates in professional development reviews and "Lessons Learned" sessions.
- Takes personal responsibility for fostering a green workplace through sustainable work practices.
- Fosters a commitment to external and internal client service; assist in communications.

## **b | Client Interface**

- Teams with the Project Director on developing a positive relationship of trust with client leadership including required presentations.
- Regularly coordinates with client representative to verify design requirements and specifications, progress reviews and delivery of final presentation and reports to the Project Director any changes or necessary modifications.

## **c | Teamwork**

- Receives project direction from the Project Director and communicates clearly to the team.
- Coordinates use and tracks shared electronic documentation and files with project team, clients and consultants and helps maintain studio's central database.
- Assists in planning and conducting work making minor adaptations and modifications to complete required deliverables (drawings, technical documents, and illustrations)
- Assists in presentations.
- Meets with municipal building department and other governing agency officials to coordinate approvals or variances.
- Writes reports and memos to consultants and vendors design team recipient to track.
- Provides technical support and project communications to team as required.
- Attends on-site visits, field reviews and project meetings.
- Prepares and coordinates the review of overall project schedule.
- Responsible for coordinating and assists the Project Director in building module and market research, evaluating and selecting project related materials.
- Involved with specification set-up and drawing coordination, research and appropriate use of SUD Standards.
- Provides support to all team members for specific market, discipline, or other areas of expertise.
- Assists the Director and Participates in team meetings to help resolve project issues, coordination with other disciplines, schedule adherence, technical issues.
- Participates in review of project costs and budgets, adherence to schedule.
- Prepares meeting minutes of consultant coordination meetings.
- May prepare 2D and 3D presentation/design drawings and builds models for client/project team review.
- Incorporates Integrated Sustainable Design solutions into projects.

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## **d | Business Development**

- May participate in business development meetings with team leaders to target specified project, client or market opportunities.

## **e | Education and Experience**

- Bachelor's degree in architecture or equivalent in education or experience required. Master's degree is not required but a bonus.
- 4 plus years' design experience.
- Licensed Architect with current registration in your region is preferred.
- LEED accreditation or Green Associate is a bonus.
- Complete understanding of Vietnam Planning Codes and the Vietnam Building Regulations at a general level for purpose of planning as they vary from province to province.
- Ability to communicate in clear English with the overall team.

**f | Other**

- Travel may be required.
- Overtime may be required.

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The job duties and requirements that this document describes may be altered or supplemented at any time. If necessary and will be mutually agreed by Director and staff team members.

This role is intentionally broad. We are less interested in finding someone who checks every box, and more interested in understanding how you think, how you take responsibility, and where you want to grow.

Many of our roles require the use of specific software. We prefer using Rhino as our primary platform but can be flexible during this initial time of set-up.