

Subject: Job Description – ARCHITECTURAL ASSISTANT

Date: July 2022

Position Description

We create bespoke, functional, sustainable, and beautiful projects that are based on the methodical analysis and simulations of the unique way in which people wish to interact with the space around them.

Architectural Assistant collaborate on the production of information and drawings for a project.

They help the team on the production of Schematic and Detailed Design Packages, while ensuring quality and programme targets are met.

They report to an Architectural Designer, Senior Designer, or a Senior Architect.

Qualifications

Hold a recognized Architectural or Architectural Technology Qualification

Experience

1-3 years post-graduation experience (at least 1 years in the UK)

Knowledge and Industry

- A knowledge of UK building Regulations
- A strong knowledge of AutoCAD LT / SketchUp essential
- Knowledge of BIM software and Enscape preferable
- Knowledge of joinery construction / design
- Good design eye and ability to execute a project from concept to detailed drawings

Duties and Responsibilities

- To provide FF&E blocks and design drawing concepts
- To assist with hand sketches, technical drawings, and schedules.
- To create blank room layouts and elevations
- To provide design, technical and administrative support to designers
- To add information to the design libraries of resources and help maintaining files and binders
- To provide support in sourcing materials and CAD plans for various projects

Cultural Competencies

- Honesty/integrity
- Proactive. Solutions focused
- Ability to work with demanding timeframes
- Follow through on commitments
- Organised & efficient
- Non-egotistical and hands on approach
- Positive attitude and strong work ethic
- Teamwork, but able to work independently
- Commitment to company protocols
- Punctual. On time