

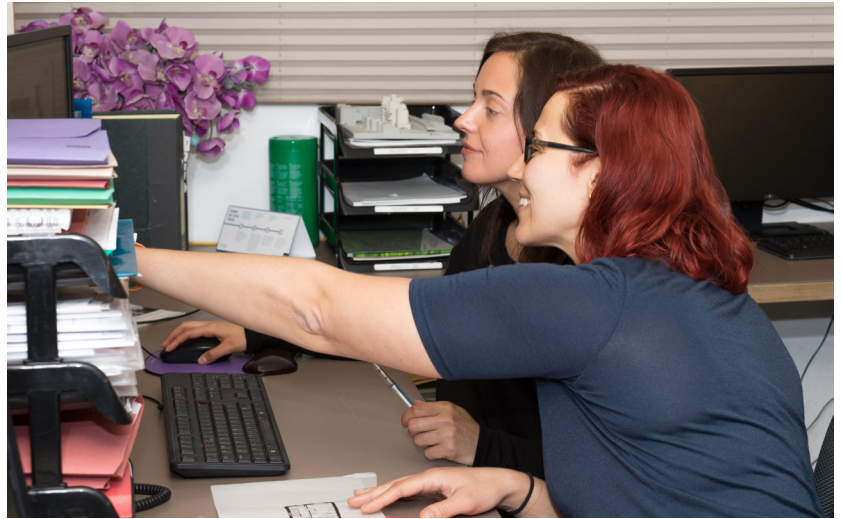
## Part 2 Architectural Assistant

### Job Description

We are looking for an enthusiastic Architectural Assistant to join our team. You will be expected to work on a variety of project types, at all stages.

*To apply for the position, please email your CV/portfolio and your salary expectations to: [colette.mchugh@ecda.co.uk](mailto:colette.mchugh@ecda.co.uk)*

**Reference:**  
WPCMC1808



### Responsibilities:

- To prepare, develop and edit, under the guidance of the project leader or nominated architect, drawings, models, images and other documents relating to the design
- To seek to understand the design project
- To develop, where required, representations of design options for further discussion by the design team
- To contribute, or otherwise assist, as required by the Project Leader or nominated Architect

### Qualities & skills required :

- Able to demonstrate ability to undertake the above responsibilities
- Evidence of a good design understanding e.g. a good design portfolio
- Good interpersonal skills and the ability to work well in a team
- Ability to use a variety of media in the development and documentation of a design project
- Ability to use of the following: Revit, PhotoShop, Illustrator, InDesign, Internet Explorer, Word, Excel, Outlook, PowerPoint
- A flexible and open attitude towards new ways of working and commitment to independent, lifelong learning

### Desirable :

- Ability to take initiative in response to direction or instruction
- Evidence of the ability to understand design decisions taken by others
- Ability to work well under pressure, and meet deadlines efficiently and effectively budget
- Experience using Revit