

Architectural Assistant (Part 1)

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

Reference:
AA1JT1903



Qualified and enthusiastic Part 1 Architect with strong design skills and a passion for sustainable design. Assistant Architects will operate within a team structure and work closely with the project architect reporting directly to an Associate or Associate Director. Assistant Architects must be capable of developing design proposals to high standards of quality and delivering projects on time in accordance with the brief. In addition, responsibilities include:

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
- 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
- Ability to use of the following: Revit, Photoshop, Illustrator, InDesign, Internet Explorer, Word, Excel, Outlook, PowerPoint