

# Architectural Assistant (Part 2)

## About Us

ECD Architects is an award winning practice specialising in the design of low energy, low environmental impact buildings, cost effectively and to the highest quality standards. We have two offices; one in London and one in Glasgow. These offices are filled with incredibly talented people from Architects to BIM and Sustainability professionals. Everyone who works with us is great at what they do and does it with passion. What's more, we are a nice bunch of people with whom it is fun to work.

ECD Architects is an equal opportunities employer with great employee benefits. All our staff are consulted, engaged and provided with the support and encouragement to pursue both personal and career goals. We invest heavily in training and support, continuously creating opportunities for our people to learn and develop their skills and knowledge in order to continue to deliver successful innovative services to our clients. This ensures we attract, motivate and retain the best talent.

## About the Role

Qualified and enthusiastic Pt 2 Architect with at least 2+ years' strong design skills and experience of working in a design office. 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.

### Key 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 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

This description reflects the many activities of the role but is not intended to be all-inclusive. Other duties may be required, as well as changes in the emphasis from time to time.

### Qualities & skills required

- 2 + years technical experience in an architectural office
- Able to demonstrate ability to undertake the above responsibilities
- Passion for design excellence and sustainability with a solid understanding of buildings energy use and a drive to reduce it.
- Creativity and design flair
- Exceptional sketching skills
- Strong communication skills, both verbal and written
- Evidence of a good design understanding i.e. a good design portfolio

- Good interpersonal skills and the ability to work well in a team
- Fluency in the following: Revit, Adobe Creative Suite and MS Office
- Ability to use a variety of media in the development and documentation of a design project
- Revit experience on a project in the workplace of 2+ years. An ECD Revit test will be requested prior to any offer.
- A flexible and open attitude towards new ways of working and commitment to independent, lifelong learning
- Thorough knowledge of and compliance with ECD procedures and standards
- Able to build good relationships at all levels, internally and externally
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure while remaining calm and professional at all times
- Good organization skills and an enthusiastic attitude
- Demonstrate behaviours which reflect a full understanding and commitment to the company values

**Desirable**

- Ability to take initiative in response to direction or instruction
- Evidence of the ability to understand design decisions taken by others
- Experience of BIM level 2

**To apply**

A CV, cover letter and portfolio are requested. Submit your application with the title of the role you are applying for to **recruitment@ecda.co.uk**.

Remuneration is dependent on experience. Applicants must be able to demonstrate eligibility to work in the UK. ECD is an equal opportunities employer.

Due to the high volume of applications only invitation to interview will be sent. No agencies need apply.