

JOB DESCRIPTION

Job title: Architectural Assistant

Location: London

Reporting to: Architect / Senior Architect

To act as part of the Design Team in the delivery of design information to an agreed programme
Assist with delivery of project strategies
Manage team expectations

MAIN DUTIES:

Project

Ensure communicate and share knowledge among Design Team
Ensure that deliverable targets are met
Develop and deliver design intent
Undertake project research as required for technical, materials, procurement etc.
Complete own time sheets
Ensure that Project procedures are followed
Attend and present their own work at relevant meetings

People

Ensure own PEDR submissions are met
Working as part of a team to achieve project deadlines

Practice

Achieve set targets for quality and time
Working on competition submissions when appropriate
Ensure that all work that leaves the office meets the quality standards of the Practice

PERSON SPECIFICATION

Strong verbal and written communication skills
Self aware and act with integrity
Able to present the Project at Design team meetings
Able to demonstrate strong personal aspirations
Rigorous: thorough in approach and always adequately prepared.

MINIMUM TECHNICAL SKILLS AND QUALIFICATIONS

A Levels grades A – C

BA (Hons) Architecture (Part 1)

Excellent design and drawing skills

Problem identification and resolution

Ability to formulate and present design intent

Knowledge of UK Building Regulations and Planning conditions

Good Graphic skills

WHAT WE CAN OFFER YOU:

And don't forget – from day one and right the way through your training, you will be working for an international, award winning Architectural Practice and will enjoy:

- ❖ A competitive salary: AHMM pay London Living Wage.
- ❖ 20 days' paid leave, plus 8 Bank Holidays, with an incremental rise after two years' service and each year thereafter to a maximum of twenty five days.
- ❖ The Practice offers a variety of benefits, which you will be entitled to from day one (Pension, Group Life, EAP) and once you have passed your probationary period (Private Medical Insurance, Dental Insurance, just to name a few).
- ❖ Other benefits such as; monthly in-house masseuse and hairdresser, weekly pilates, flu jabs.
- ❖ The Practice is majority owned by its employees via an Employee Ownership Trust and runs a profit share scheme for which all employees who have served a minimum of 6 months' continuous service are eligible.
- ❖ A range of social activities, organised by our in-house Social Committee.

WORKING WEEK:

A typical working week could be 40 hours Monday to Friday 09:00 – 18:00.

All Apprentices will be required to work the minimum apprenticeship duration of 32 hours per week allowing 20% of your working week to be allocated to 'off-the-job' training.