



ajfitchet | architect  
www.ajfitchet.com

## Vacancy – Architectural Assistant / Technician

ajfitchet | architect has a vacancy for a creative and motivated individual to join their design led team in their Dundee Practice.

Duties will include (but won't be limited to):

- Carrying out measured surveys of buildings and inputting to CAD
- Developing design drawings based on Architects sketch designs
- Discussing and implementing client changes
- Generating 3d visualisations
- Transferring design drawings to technical drawings
- Preparation of large scale construction details
- Preparation of written project specifications
- Undertaking U-value calculations and other energy calculations
- Preparation of Planning and Building Warrant Applications including liaison with Officers
- Liaising with other project Consultants and design team members
- Maintaining accurate project records in the Practice CRM system

It is anticipated that you will have at least 3 years experience, therefore a good working knowledge of AutoCAD, Microsoft Word, Photoshop and Sketchup is expected together with a good understanding of Planning and Building Standards/Technical Handbooks.

As you will be working within a team, you will be expected to provide assistance to other members of the team when necessary and take part in team development discussions. Due to the current working from home restrictions however an ability to work using your own initiative is very important.

Possession of a full driving license is desirable, together with access to a car.

Salary and working hours are negotiable.

To apply, please send the following to [recruitment@ajfitchet.com](mailto:recruitment@ajfitchet.com) :

- Cover letter
- CV including details of Referees
- Examples of previous design drawings
- Examples of previous technical drawings
- Schedule of availability