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Vacancy – Part I Architectural Assistant (Part Time, Fixed Term)

We have a vacancy for a creative and motivated individual to join our design led team in Dundee as an RIBA Part I Architectural Assistant.

Duties include (but are not limited to):

- Developing design drawings based on Architect's sketch designs;
- Preparation of 2D presentation drawings;
- Generating 3D visualisations;
- Transferring design drawings to technical drawings;
- Preparation of Planning and Building Warrant Applications;
- Preparation of written project specification;
- Undertaking U-value calculations;
- Attending meetings with clients and other consultants;
- Participation in design meetings and sharing ideas with colleagues;
- Maintaining accurate project records within the Practice CRM system.

It is anticipated that you will have knowledge of, and be able to use, AutoCAD, Microsoft Word, Photoshop and Sketchup. It would also be advantageous if you have a basic knowledge of Revit, though this is not essential. 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 guidance an ability to work using your own initiative is also very important.

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

Salary and working hours are negotiable. This is a 6 month post offered on a part time basis, to ensure two full quarters of your RIBA PEDR can be completed.

To apply, please send the following to recruitment@ajfitchet.com :

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