

WRAP

PART 1 – ARCHITECTURAL ASSISTANT JOB DESCRIPTION

ROLE: The purpose of the role is to provide general design and administrative support to the practice and project teams in the various stages of design whilst progressing the professional experience under the RIBA's Professional Experience and Development Scheme.

SALARY: £24,000

KEY AREAS OF THE ROLE:

Design

- Drafting and amending concept, detail and technical designs and production information by CAD and/or by hand.

Project Specific

- Prepare sketch, working or presentation models as required
- Assist in preparing presentation materials
- Assist with the integration of technical information and statutory requirements into design and production drawings, including assisting in the preparation of drawings for planning and building control approval, tender and construction purposes.
- Assist with the preparation of specifications and administration of project information
- Engage with team members.
- Ensure that personal training needs are met.

Technical Skills required

- Awareness of building regulations and planning applications
- Awareness of technical standards, regulations and health & safety requirements
- Understanding of duty of care arising from the relationships between client and architects and consultants, employer and employees.
- Knowledge of CAD standards.
- Good aptitude for 2D / 3D CAD and DTP, including, Revit, Sketch-up, V-ray and the Adobe suite
- Attend in-house and external CPD activities.
- Attend site meetings and observe relevant internal and external meetings.
- Excellent written and spoken English.

Practice Support

- Engage in the wider duties of the practice and assist in the maintenance of the office.
- Ensure studio standards are upheld
- Ensure studio and project administration is filled correctly and in the relevant place.
- Ad Hoc duties as and when required

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Studio : +44 (020) 8050 5107

wr-ap.com

Registered as a Limited Company No. 11218587

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- Contribute to team goals and positive working environment

Personal Skills

- Must have a can-do attitude and willingness to learn
- Strong team player
- Good methodical and analytical skills
- Ability to plan, manage and prioritise workload
- Ability to work under pressure

REPORTING TO: Director responsible for the project

LEVEL OF QUALIFICATION: Qualified to RIBA Part 1 or equivalent overseas-approved qualification.
We do not currently offer sponsorship.

HOW TO APPLY:

To apply for this role please email your applications to info@wr-ap.com with the email subject line Part 2 Architectural Assistant.

Your application should include:

- A short cover letter detailing your suitability for the role and notice period (if applicable)
- Evidence that you have permission to work in the UK in line with UK immigration requirements.
- A CV as a PDF attachment
- A sample portfolio as a PDF attachment with a maximum of 10 page
- Please ensure that you understand our practice values and studio culture.

Please note that attachments should not exceed 5MB in total.

Deadline for submission of applications is 1st March 2024.

Unfortunately, we are only able to respond to successful candidates.

WR-AP are an equal opportunities employer.