

Job description:

Part 1 Architectural Assistant

Reports to: Project Leader / Studio Director

Based at: London / Manchester

Purpose: To assist with the delivery of architectural projects across the Practice.

Key responsibilities

Project responsibilities

- Produce design and technical drawings
- Produce presentation material, reports and models
- Liaise with external consultants as appropriate
- Maintain awareness of Levitt Bernstein and QM processes, including the Project Quality Plans, and adhere to them
- Maintain project primer as appropriate
- Other tasks as reasonably required from time to time.

Non project duties

- Ad hoc administrative duties as required
- Attend and contribute to studio meetings and Practice wide meetings
- Keep up to date with the work of the Practice
- Develop appropriate understanding of UK legislation, planning, construction and health and safety
- Manage personal CPD.

Skills

- Ability to prioritise workload and meet deadlines
- Good design eye and drawing skills, preferably by hand as well as CAD
- Ability to communicate ideas both verbally and visually
- Knowledge of Revit and/or SketchUp is preferable, but not essential
- Knowledge of Adobe packages
- Modelmaking.

Qualifications

- RIBA Part I or equivalent overseas qualification.