

## Job description:

# Architectural Assistant

**Reports to:** Project Leader / Studio Director

**Based at:** London

**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

- Attend and contribute to studio meetings and Practice wide meetings
- Keep up to date with the work of the Practice
- 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
- Ability to communicate ideas both verbally and visually
- Knowledge of Revit
- Knowledge of Adobe packages.

#### Qualifications

- RIBA Part I or II or equivalent overseas qualification.