STUDIO YAQUB

Job Title: Architectural Assistant / Architectural Technologist

Salary: Competitive

Start Date: Immediate

Location: Home office based in Bristol but flexibility is required and may be required to work in another location.

Holidays: Pro-rata basis

Role Purpose:

The Architectural Assistant will be responsible for supporting the design team in delivery of projects by undertaking a range of Architectural duties ensuring effective and timely delivery. Studio Yaqub is currently looking to expand its team with a technically proficient, enthusiastic and creative Architectural Assistant or Architectural Technologist as a result of continuing success. This is an exciting and unique opportunity for the right candidate to be involved in interesting residential and commercial projects and to develop their skills whilst working in an experienced and supportive environment. The successful candidate will have proven experience on residential projects, a good understanding of domestic regulations and an interest in placemaking.

Responsibilities:

- Assist in the preparation of drawings, schedules and specifications.
- Using relevant software design programs such as Revit, AutoCAD, Microsoft Word Photoshop and InDesign to develop schemes.
- A working knowledge of building / construction legislation is required.
- Ability to generate and evaluate multiple solutions to design problems and able to work with a high level of attention to detail.
- Responsible for identifying new business opportunities.
- Assisting with general and admin duties in the office.
- Excellent team working and communication skills.
- A willingness to learn new skills and techniques and commitment to continuing their professional development.
- Excellent time management skills, particularly in managing their own deadlines.
- Excellent communication skills along with ability to keep the director/ project leader updated on all circumstances that could affects the project or client.

Skills and Knowledge:

- Able to demonstrate ability to undertake the above responsibilities – Essential
- Ability to use Mac / Microsoft Windows – Essential
- Proficient in use of relevant software packages which include Revit, AutoCAD, InDesign and Photoshop – Essential

- Able to use Sketch up – Desirable
- Experience in similar role – Desirable

Job Requirement:

- Right to work in the United Kingdom - Essential
- Driving Licence – Desirable
- Owns a vehicle – Desirable

Education:

Currently undertaking or completed a Further or Higher Education; NVQ Level 4 or Degree level qualification.

This job description reflects the core activities of the role although there will be changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work.

If you are interested in applying for this post, please email contact@studioyaqub.com with the following:

- A copy of your current CV.
- A cover letter detailing why you feel you are a suitable candidate for this job.
- One or more examples of previous project work.