

John Robertson Architects

Job Description/Role Specification – Part 2 Architectural Assistant

Reports to: Directors, Project Director, or Associate as applicable.

Appraised by: Team Leader (could be a Director, Associate, or Project Director, depending on project structure).

We are seeking a talented and motivated Part 2 Architectural Assistant to join our dynamic team. This role offers the opportunity to work on a variety of exciting projects. We are looking for someone eager to learn, grow, and contribute to all stages of the architectural process.

Key Responsibilities:

- Work effectively at all RIBA stages.
- Collaborate within a team and meet given timescales.
- Demonstrate strong computer skills, including 3D drafting in CAD, and document creation in InDesign, Photoshop, and Illustrator.
- Exhibit excellent design and technical skills.
- Possess a sound understanding of detailing and technical issues.
- Communicate and present confidently.
- Adhere to agreed practice procedures and technical standards.
- Foster client relationships to develop the client base.
- Stay informed about best practices in sustainable and low carbon design.
- Attend and maintain CPD and training records.

Qualifications:

- Education: Degree in Architecture with RIBA Part 2 accreditation.
- Design Skills: Demonstrates design flair with both creative and analytical skills, 3D thinking, and the ability to draw by hand.
- Software Proficiency: Strong understanding of Adobe Creative Suite, CAD software, and other relevant design and visualization software applications.
- Personal Attributes: Highly motivated, proactive, and passionate about learning new skills in a fast-paced environment. Communicative, curious, collaborative, conceptual thinker, and collegiate with excellent planning and organizational skills.
- Sustainability: Interest in sustainable design and practices.
- Learning Orientation: Willingness to continuously learn and develop.

What We Offer:

- Mentorship: Guidance and support from experienced architects to help you grow professionally.
- Learning Opportunities: Access to workshops, CPD's, and training programs.
- Creative Environment: A collaborative and inspiring work environment.
- Career Development: Opportunities for career advancement and professional development.
- Competitive Compensation: A competitive salary package and benefits.

How to Apply:

If you are passionate about architecture and eager to contribute to innovative projects, we would love to hear from you. Please submit your resume, portfolio, and a cover letter detailing your experience and why you are a perfect fit for this role to careers@jra.co.uk