Eric Parry Architects

Job Description: Architectural Assistant

Reports to: Project Architect/Associate

Location: London

Introduction

Eric Parry Architects design and create high-quality, people-focused, sustainable buildings that enhance their surroundings. We listen closely to our clients' ambitions and needs and collaborate to meet every project's particular challenge with our most creative and imaginative responses.

The Role

As an Architectural Assistant at Eric Parry Architects you will have the opportunity to experience many aspects of our projects. We will support you in your professional development and progression with involvement in high quality design and construction. You will be instrumental in ensuring that the project progresses in accordance with the agreed programme You will be proactive and enjoying learning about the built environment and developing your skills on a day-to-day basis.

Key Responsibilities

External Contacts

- Ensure the service received by clients is exemplary and leads to repeat business and recommendations
- May attend meetings to make an active contribution or take minutes, supervised by the Project Architect/Architect
- Provide support to facilitate the smooth running of the meeting
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- Liaising with consultants, suppliers and sub-contractors to help deliver the project goals
- Assist the Project Architect or Associate to provide consultants with design information

Technical Areas

- Contribute to projects at all stages from concept to completion
- Awareness of the Deliverables Schedule and deadlines
- Support the project team in production of drawings
- Contribute to design and technical drawings
- Produce presentation materials, reports and models
- Producing drawings for planningand building applications in both 2D and 3D, under the supervision of an Architect.
- Work within an agreed programme and timeframe
- Provide accurate information for the formulation of stage reports
- Adhere to our internal QA process

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Internal Team

- Provide support information for meetings
- Awareness of team projects and goals
- Share ideas in a constructive and informative way
- Form positive relationships with team members
- Take a proactive approach to learning and development
- Complete timesheets accurately and in a timely manner
- Read and understand office protocol for QA checking, work, issuing documents and managing information in conjunction with administration support.

Practice Activities

- Uphold the reputation of the practice at all times
- Support the production of feasibility studies, competitions, bids and tender documents
- Read and understand the Company Safety Policy and carry out their work in accordance with its requirements.

The above is not an exhaustive list of duties and you may be expected to perform different tasks within the practice.

Key Skills and Experience

- Hold RIBA Part 2 Qualification or equivalent
- Competent CAD and software skills – Revit,InDesign, Sketch Up, Illustrator, Photoshop, Rhinoceros, 3DMax, Enscape
- Excellent communication and drawing skills
- Proactive approach to work
- Thoroughness and a quality driven approach
- Some technical knowledge of detailing and construction techniques.
- Strong design skills.
