

# JOB DESCRIPTION: PART 1 AND 2 ARCHITECTURAL ASSISTANTS

## **Company Description**

Squire & Partners is an architecture and design practice with experience spanning four decades, earning it an international reputation for architecture informed by the history and culture of where it is placed. Its award-winning portfolio, for some of the world's leading developers includes masterplans, workspace, retrofit, residential, hotels, retail, education, and public buildings. In addition, the practice has a series of dedicated departments for interior design, modelmaking, computer generated imaging, illustration, and graphics.

## **Role Description**

We're looking for enthusiastic Part 1 and 2 architectural assistants to join our practice. We're seeking candidates with good design skills and understanding, with an ability to use a variety of media in the development and documentation of a design project.

You will have good interpersonal skills and organisational skills with the ability to work well independently and as part of an effective team.

## **Key Responsibilities:**

- Prepare presentation drawings
- Prepare scheme design drawings
- Coordinate elemental work packages
- Prepare detail design drawings
- Prepare drawings required for work packages
- Coordinate relevant sub-contractors'/consultants' information
- Take direction from senior members of the team and work to agreed work plan

## **Software skills:**

- Excellent Revit or 3D CAD modelling skills are essential.
- Adobe Creative Suite: InDesign, Photoshop, Illustrator
- Microsoft Office: Word and Excel

## **Other general duties:**

- Promoting and representing the practice
- Supporting others where necessary
- Sharing experience and expertise
- Contributing to an enjoyable and stimulating working environment
- Implementing agreed practice procedures as set out in office manuals

You will have the opportunity to work alongside our talented CGI, Illustration, Modelshop and Interior Design teams, working from our award-winning offices at The Department Store.

You should be able to legally work in the UK.

## **What we offer**

At Squire & Partners we combine hard work with a lively social life and strong team spirit, with year-round events including summer team days out, weekly yoga classes and an annual office trip abroad. Our benefits package includes BUPA comprehensive medical cover, pension top-up NI contribution, 20+ days holiday plus time off between Christmas and New Year, enhanced maternity/paternity, subsidised lunches, membership of our private rooftop members club, weekly sports activities, and Cycle to Work scheme.

We offer a competitive salary dependent on experience. The successful candidate will have the opportunity to work in our RIBA award-winning offices at The Department Store in Brixton, based 5 days a week from the office, 9am to 5.30pm.

**Applying**

Squire & Partners is committed to being an equal opportunity employer and strives to always ensure equality of opportunity and the fair treatment of its staff, supporting diversity and inclusivity. It is the practice's policy to treat all job applicants and employees equally.

Please send your portfolio, CV and covering letter (no more than 6MB) to [recruitent@squireandpartners.com](mailto:recruitent@squireandpartners.com) with the subject line 'Architectural Assistant'