

Going Places Ltd.



JOB REFERENCE: 123-SJS1035
JOB TITLE: ARCHITECT ASSISTANT
EMPLOYER: GOING PLACES LTD
LOCATION: SALISBURY
SALARY: £25000 depending on experience
WORKING HOURS: 37hrs during an average week

DESCRIPTION

There's a lot of satisfaction in seeing a finished building that you helped to construct! Architects work in the construction industry designing new buildings and the spaces in and around them. They also help restore and conserve old buildings, and develop new ways of using existing buildings. They are involved in construction projects from the earliest stages right through to completion

DUTIES TO INCLUDE

- Preparing and presenting design proposals to clients
- Advising clients
- Producing detailed drawings
- Negotiating with contractors and other professionals
- Attending regular meetings with clients, contractors and other specialists
- Co-ordinating the work of contractors
- Making site visits to check on progress
- dealing with problems that might come up during building

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SKILLS REQUIRED

- Have strong visual awareness and an eye for detail
- Have good drawing skills, with the ability to work in three dimensions (3D)
- Be inventive and imaginative
- Have reasonable mathematical skills
- Have computer skills
- Have excellent verbal and written communication skills
- Have presentation skills
- Organise projects
- Logical, analytical and creative approach to problem solving
- Time management skills
- Confident and able to cope with criticism of their work
- Ability to manage others.

PERSONAL QUALITIES

- A responsible and reliable individual
- Fast learner, with the ability to master new skills quickly
- Good time keeping and attendance
- Self-motivated with a willingness to learn
- A responsible attitude
- Positive and mature attitude
- Honest and trustworthy
- Be passionate about buildings and the built environment
- Enjoy art and design
- Care about people and the environment

QUALIFICATIONS REQUIRED

Students need at least two A levels/three H grades, with at least five GCSEs grades 9 - 4. GCSE grade subjects should include Maths, English language and a separate science or a double science award. A levels/H grades should generally be in academic subjects. Maths, physics and art are useful subjects at A level, AS level or H grade, although a very wide range of subjects can be accepted.

Equivalent qualifications, such as a BTEC National Certificate or Diploma in Construction, may be acceptable.

Most schools of architecture also ask to see a portfolio of freehand drawings and sketches at interview.

Please send your CV, Application Form and a covering letter to:

Mrs Chloe Newton
Going Places Ltd
37 Guild Street
London
EC3R 9EH

Quoting Job Reference.