



**Building Excellence
AWARDS 2018**
Regional Finalist



Job Description: Architectural Assistant (Part II or equivalent)

Reporting to: Andrew Khoury

Objective of Role:

To support the Architects in their roles by assisting with client presentations, carrying out basic CAD drafting and fulfilling general administrative tasks with regards to running jobs.

Responsibilities:

As Architectural Assistant, you will be required to support the Project Architects. You will accompany your colleagues to client meetings and be present during the briefing process. With the assistance of the Architects you will then be required to produce whatever information is needed to communicate Khoury Architects' interpretation of the client brief. This could include precedent boards, presentation of conceptual ideas, development of drawings and images and 3D modelling, initially using Sketchup. There is scope for training on how to produce high quality renders using latest software such as VRay, Shaderlight and Photoshop in later stages. Furthermore, you will carry out basic CAD drafting to produce information for a planning application. You will also be required to produce detailed information for Building Control and tender purposes. You will shadow the Architects throughout the job running process with involvement in meetings and site visits and pick up their administrative tasks such as filing, ordering samples and production of meeting minutes.

You will be expected to familiarise yourself with and work to the Khoury Architects Quality Plan which details company procedures and work standards required for quality assurance.

Qualities and Skills Required:

The successful candidate will possess a strong understanding of the concept of sound design, drawing on experience and knowledge to quickly and thoroughly understand the client brief and design implications thereof. They will be able to use a variety of media and software in the development and documentation of a design project: Autocad and the MS Office Suite are essential and some of the following are desirable: Revit, Photoshop, Illustrator, InDesign, Sketchup, Shaderlight, VRay, 3D Studio Max.

Good interpersonal skills are essential as is the ability to work independently as well as within a team. Khoury Architects is a small and busy office meaning that all employees get excellent experience of all stages of an architectural project. This requires individuals to be well organised so that they can meet deadlines and perform well under pressure.

Location:

Khoury Architects is located in a newly refurbished proprietary office in Stourbridge. The address is 42 New Road, Stourbridge DY8 1PA. Staff parking is available.