

## Job Profile – Junior Architect

<b><u>Roles and responsibilities</u></b> <b><u>Requirements</u></b>  (Key Activities)	Monitors scope of works during project delivery and ensures work tasks are within our scope
	Follows project documentation programme
	Reports changes, extensions, or delays to the documentation programme
	Ensure timely delivery of submission packages in accordance with your assigned work tasks and program milestone requirements
	Ensure quality and level of content for drawings/3D model production based on drawing standards and client requirements
	Follow company standard and policy and ensure consistency and standardization
	Responsible for carrying out tasks assigned by Associate/Project Leads.
	Develop company exemplar set of drawings for reference on future projects
	Providing technical design support to the Associate/Project Leads for new build, refurbishment and alterations of construction projects including the space around the buildings
	Responsible for producing drawings and documentation, 3D Models, reports and other documents for any given or assigned projects
<b><u>Role Requirements</u></b>  (Professional and technical expertise)	Document control and filing
	Has a relevant degree/certificate in Architecture
	Intermediate working knowledge of BIM and CAD software
	Basic knowledge of rendering software such as Enscape, Lumion, Vray, D5 Render, etc.
	Strong written and verbal communication skills
	Knowledge in MS Office such as Word, Excel

	Basic knowledge in Adobe editing tools such as Photoshop, Lightroom, etc.
	Excellent attention to detail
	Ability to use time productively, maximize efficiency and meet deadlines
	Knowledge in Building Code standards

Ready to join a dynamic and growing team with real opportunities for career advancement?  
Apply now and be part of ARC:MC

Please send relevant documentation to [opportunities@arcmc.co.uk](mailto:opportunities@arcmc.co.uk)