

BENNETTS ASSOCIATES

Job Title	Part II Architectural Assistant
Location	London or Edinburgh Office
Contract	Permanent

Skills and Attributes

- Effective interpersonal skills and the ability to work collaboratively in a team
- Care and interest in the current climate emergency
- Ability and enthusiasm to think creatively and problem solve through design
- Good communication (written and verbal skills) and presentation skills (i.e., clients/consultants/contractors)
- Good time management, planning and attention to detail
- Ability to multitask while working under pressure
- Production of 2D technical drawings in CAD (AutoCad etc)
- Production of digital 3D models (Sketch Up etc)
- Proficiency in Revit
- Creation of presentation renders and visuals (Adobe InDesign, Illustrator and Photoshop)
- Good model-making abilities
- Good hand drawing abilities
- Creation of graphics and artwork for diagram

Benefits & Culture

- Workplace pension including employer contributions
- 28 days annual leave, increasing to 33 days for long term service (including bank holidays)
- Full office closure over Christmas period
- Flexible working policy
- Smart working policy for home/remote working
- Enhanced Maternity, Paternity and Shared Parental Leave pay
- Life Insurance cover
- Occupational sick pay
- Employee Assistance Plan and office wellbeing initiatives
- Climate perks travel policy
- Travel season ticket policy
- Annual flu immunisation
- Eyecare vouchers
- Cycle to work scheme
- Access to additional benefits via BCorp and Smart Pension memberships

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How to apply

- Please apply by email only - attaching your
 - CV
 - cover letter (include your current notice period)
 - sample portfolio as PDFs
- Your cover letter should explain the reason for applying to work at Bennetts Associates, and where you heard about the position
- Email subject should read:
 - Your name
 - Part II
 - Which studio(s) (London and/or Edinburgh) that you wish to work in
- Applications should be sent to recruitment@bennettsassociates.com
- Attachments should not exceed **10MB**.
- In addition to the above requirements, we invite you to take part in our Job Application Diversity Survey. This is completely anonymous and will not influence your application, but we would request that all applicants complete it to support us in continual improvements to embedding EDI principles within our recruitment process ([Diversity Survey link](#)).

Please note we are unable to accept postal applications and website links to online portfolios. Due to the expected high volume of applicants, we regret we will only be contacting shortlisted applicants.