

# GRADUATE ARCHITECTURAL TECHNOLOGISTS AND CAD TECHNICIANS



## **Purpose**

HLP UK Ltd are looking to recruit a suitably qualified Architectural Technologists and CAD Technicians to work as part of a team delivering architectural and project management services for refurbishment projects primarily in the retail sector.

The successful candidate will provide architectural and CAD support to our retail client portfolio, providing a flexible and responsive service and will be expected to work on other projects as and when the need arises, including carrying out measured surveys and the production of acquisition and condition reports. Candidates with an interest in 3D modelling, Revit and BIM are encouraged.

The successful candidate will be personable with a pro-active attitude and be prepared to contribute when required in all sectors of the business. The role is client facing and the post holder will be responsible for ensuring continued client satisfaction.

This is a full time position, primarily based out of our Hednesford premises.

## **Duties to include:**

### **Site Survey and Existing Record:**

- Detailed floor and roof plans
- Internal and external elevations, sections and sectional elevations
- Reflective ceilings plans and services.
- Production of existing layout drawings, elevations, sections in plan and model formats from existing drawing and survey notes
- Condition and Acquisition Reports

### **Drawing Preparation and Control:**

- Production of feasibility and scheme design drawings
- Production of detailed technical proposal drawings, models and visuals using AutoCAD, Sketch-Up and other similar packages
- Responsible for the quality of drawing production
- Client Liaison
- Quality Assurance of Drawing/Model production

### **Other Duties**

- Pro-active liaison with Clients and their representatives
- Liaison with internal team
- production and management of project programs and management of budget and expenditure reports
- Preparation of project documentation, including specifications and precontract documents
- Preparation and submission of statutory approvals, dealing with enquiries and obtaining consents
- Managing office based and site projects
- Any other duties or requirements of the company or clients

## Person Specification

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> <li>Degree in Architectural Technology or Construction related or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Working towards an accredited professional qualification</li> </ul>
Work Experience		<ul style="list-style-type: none"> <li>Relevant experience in construction industry</li> <li>Experience of Retail development and fit-out projects.</li> </ul>
Specialised Skills	<ul style="list-style-type: none"> <li>Full UK Driving Licence</li> <li>Extensive knowledge of AutoCAD</li> <li>High level of IT literacy</li> <li>Project Management Skills</li> <li>Good knowledge of the Building Regulations</li> <li>Good knowledge of construction techniques</li> </ul>	<ul style="list-style-type: none"> <li>Qualification in AutoCAD</li> <li>Experience of 3D modelling software</li> <li>Experience of the planning system</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>Ability to work on own initiative and prioritise work, yet still work well within a team environment</li> <li>Ability to work well under pressure</li> <li>Excellent organisation skills and attention to detail</li> <li>Flexible and Proactive</li> </ul>	

NOTE: Candidates invited for interview are to supply a portfolio of recent relevant work.

**HLP do not discriminate on any gender, race, sexual orientation, religion, age or disability grounds**