

## Experienced Architectural Technician/ Technologist

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Company: Anderselite

Location: United Kingdom

Category: other-general

Are you an experienced level Architectural Technician/ Technologist who would like to work remotely on an initial 6 month contract?

South Wales based firm are looking for a temporary worker who will be able to provide a high-level technical support to the Principal Architectural Assistant/ Architectural Technician in delivering a quality architectural design service in a commercial environment.

### PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To liaise with clients as part of the development brief and undertake drawings and detailings
- To carry out surveys, sketch plans, working/technical drawings, robust details, specifications and prepare tender documentation for building projects using computer software (e.g. AutoCAD, Revit)
- To carry out contract administration, H&S (CDM Regs) co-ordination and cost control of schemes, commissioning co-ordination, 'soft landings' hand-over and photography of projects.
- To deal with queries and requests for information from the client services and support the team in project delivery as 'intelligent client' keeping abreast of developments and training in the field of architectural services and continuous professional development.
- To lead on small projects, as delegated, and provide specialist technical support and advice to client departments and other stakeholders and liaise with the design team as required.
- Act as a point of contact for technical and construction matters.
- To provide support in ensuring constitution including financial and contract procedure rules

and other protocols and policy are fully observed.

- To provide support in the maintenance of the department's quality assurance system, file data and processes and assist with performance management procedures and systems.
- To provide support with the timely maintenance of records, completion of weekly time sheets and record of design costs and project time allocation within the department's monitoring system, measuring performance against set criteria.

## GENERAL DUTIES

Health and Safety

Equal Opportunities

Safeguarding

This is a temporary role and the client is based in South Wales. There is potential extension opportunities available due to workload. There is a competitive hourly rate available and IT equipment will be provided.

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## Cross References and Citations:

1. Experienced Architectural Technician/ Technologist [AttorneyjobsJobs United Kingdom Attorneyjobs](#)
2. Experienced Architectural Technician/ Technologist [Teacherjobsnearme Jobs United Kingdom Teacherjobsnearme](#)
3. Experienced Architectural Technician/ Technologist [Chinajobs Jobs United Kingdom Chinajobs](#)
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