Genton

Architectural Student Assistant - Sydney

The Architectural Assistant will assist higher-level architects by performing professional architectural work of limited scope in the planning, design, and construction of a wide variety of building projects. Prepares preliminary architectural drawings following the client's statement of requirements which indicates the nature and scope of the project. Conduct inspections, prepares simple design, calculates data, cost estimates and project updates and daily work records.

You will assist the smooth operation of the office through assistance of administrative tasks, managing stock, requests for resources, arranging meetings and appointments as well as receiving and distributing messages.

Your strong graphic and presentation skills both digital and hand-drawn or physical model-making craft will assist the team in communicating proposals to various stakeholders.

Skills & Experience:
• Working knowledge of the principles, practices, and procedures of architecture.

• Working knowledge of building materials, their function and physical properties, and construction methods.

• Basic knowledge of structural, electrical, and mechanical engineering as related to buildings.

• Basic knowledge of applicable codes, laws, rules and standards regulating the design and construction of buildings.

• Basic knowledge of building costs.

• Ability to creatively portray architectural elements as a complete design.

• Ability to express ideas effectively both orally and in writing.

• Ability to establish and maintain cooperative relationships with clients and technical experts.

• Ability to use relevant software and tools according to years of experience such as Revit, AutoCAD, Microsoft Office, and 3D visualization software provided by Genton such as Sketch-up, Rhinoceros and Adobe Creative Suite.

• Ability to work across and deliver a various number of tasks.

Requirements:

Currently enrolled in a Bachelor's Degree in Architecture, a Bachelor's Degree in Architectural Technology, or Bachelor level course

Please email your CV and portfolio (max 10mb) to careers@genton.com.au