

**Job Title:**

Architectural Designer

**Location:**

Norwich, Norfolk NR1 3NY or Hunstanton, Norfolk PE36 6EA

**Position Type:**

Full-time (40 hours per week)

**Salary:**

£25,000-£30,000 per year

**About Us:**

Vertex Architecture is a dynamic and forward-thinking organisation committed to excellence in Architecture. We are currently seeking an Architectural Designer to join our dedicated team. If you are a confident, proactive, reliable, and trustworthy professional with excellent communication skills, we want to hear from you.

**Job Description:**

We are seeking a skilled and talented Architectural Designer to join our dynamic team. The Architectural Designer will collaborate with the team and other professionals to produce designs and drawings for planning submissions and concept designs (RIBA Stages 2 & 3). The successful candidate will play a key role in ensuring that designs meet the requirements of the client and give the best possible chance of success during planning and construction.

**Key Responsibilities:**

- Drafting and design using 2D and 3D software
- Work closely with the team and external professionals
- Produce detailed, clear architectural drawing and planning application documents
- Stay informed about planning policy changes and requirements
- Ensure that all drawings meet planning requirements
- Participate in design team meetings
- Contribute valuable insights into overall project development
- Assist in resolving design and planning-related issues
- Provide advice to contractors and clients

**Required Skills & Experience:**

- Experience working in a residential architectural practice
- Proficient in AutoCAD, Microsoft, and using CRM
- 3D software preferable but not essential
- Proficient in photoshop



- The ability to work independently and as part of a team
- Good written and verbal communication skills
- Good understanding of planning policy and process
- Full UK Driving licence
- CIAT member preferable but not essential
- Ability to run projects independently
- Highly motivated with an excellent work ethic

**What We Offer:**

- Competitive salary of £25,000-30,000 per year.
- Full-time role
- Private health insurance
- 3% 5% company pensions scheme
- Paid for professional subscriptions and training
- Free eye test
- Mileage paid for travelling to meetings
- Regular salary review
- Christmas break on top of 30 day holiday entitlement
- Opportunities for professional development and growth within the company.
- A collaborative and supportive work environment.
- The chance to be a part of a company that values and rewards your contributions.

**How to Apply:**

Interested candidates should submit their curriculum vitae and a cover letter outlining their relevant experience and qualifications to [jordan@vertexarchitecture.co.uk](mailto:jordan@vertexarchitecture.co.uk).

Please include "Architectural Designer Application" in the subject line of your email.

Vertex Architecture is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

