

**Job Title:**

Architectural Technician

**Location:**

Norwich, Norfolk NR2 4SQ

**Position Type:**

Full-time (40 hours per week)

**Salary:**

£25,000-£35,000 per year

**About Us:**

Vertex Architecture is a dynamic and forward-thinking organisation committed to excellence in Architecture. We are currently seeking a Architectural Technician 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 detail-oriented Architectural Technician to join our dynamic team. The Architectural Technician will collaborate with the team and other professionals to produce detailed drawings, plans, and specifications for construction projects. The successful candidate will play a key role in ensuring that designs meet regulatory standards, are technically sound, and can be successfully implemented during the construction phase.

**Key Responsibilities:**

- Drafting and design using 2D and 3D software
- Work closely with the team and external professionals
- Produce detailed, clear architectural drawing and tender packages
- Stay informed about building regulation requirements
- Ensure that all drawings comply with building regulation requirements
- Participate in design team meetings
- Contribute valuable insights into overall project development
- Assist in resolving design-related issues
- Provide on-site advice to contractors and clients

**Required Skills & Experience:**

- Experience working in a residential architectural practice
- Proficient in AutoCAD, Microsoft, and using CRM
- The ability to work independently and as part of a team
- Good written and verbal communication skills
- Good understanding of building regulations approved documents



- 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 £25,000-35,000 per year.
- Full-time role with flexible hours
- Private health insurance
- 3% 5% company pensions scheme
- Paid for professional subscriptions and training
- Use of company vehicle
- Free eye test
- Free office parking
- Mileage paid for travelling to meetings
- Regular salary review
- Christmas break on top of standard 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 Technician Application" in the subject line of your email.

Applications should be received by 23<sup>rd</sup> February 2024 First interviews will take place week commencing 26<sup>th</sup> February 2024.

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

Join our team, and let your financial expertise and communication skills make a significant impact on our success!

