

...Would you like to join our Team?

Our Architecture is about People.

We are an award winning practice of architects registered with the Royal Institute of British Architects (RIBA) in London and accredited to ISO9001 quality and ISO14001 environmental standards.

Our team is made up of studios in England, Northern Ireland and Mongolia and brings together a dedicated and highly experienced team of professionals, with a wide range of skills and varying sector experience across different cultures.

Due to a review of our international business plan, GRADONARCHITECTURE are now recruiting a Part II Architectural Assistant for our Gateshead UK studio with a medium to long-term view of eventually assisting in the day-to-day management, development and growth of our Mongolian studio based in Ulaanbaatar.

This unique opportunity is aimed at candidates with specific language skills (spoken & written) to include English and Mongolian which are essential as well as the ability to speak a third language (European) is also advantageous.

Job Title: Part 2 Graduate RIBA Architectural Assistant – recognised as ARB qualifying.

Location of Job: NE40 Studios, Gateshead, UK

Salary Range: £25,000-£35,000 plus benefits (pending experience)

Main duties and responsibilities:

- Your work will cover all design stages, from concept to detail design and construction and will provide you with invaluable and diverse experience.
- Taking responsibility for specific areas of the design and construction packages, and creating graphic renderings and models using Revit and Sketch Up Pro
- Preparing, developing and editing, drawings, models, images and other documents relating to the design
- Assisting and coordinating with the design team to resolve technical and project issues, coordinate with team members through studios.
- Assisting in business development in Mongolia from distance.

Essential Requirements:

- **Minimum** of four years professional experience of working in the field of residential, educational and commercial sectors.
- **RIBA Part II** qualification or accreditation or equivalent.
- Revit Architecture, AutoCAD, Photoshop InDesign and MS Office packages.
- High level of spoken and written ability in following languages – English and Mongolian – proof of English proficiency by provision of IELTS certification or similar approved language assessment programmes.
- Familiarity and experience with the UK and Mongolian planning and building regulations
- Experience in projects located in the UK and Mongolia at varying stages from concept to completion.
- Excellent attention to detail and presentation skills, planning, designing, documentation and detailing ability.

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- Be able to live and work in Mongolia permanently in due course following successful completion of competency within the Gradon Architecture work structures and methods and experience gained from working in the UK environment.
- Be well organised, enthusiastic and be a practical mind-set and a keenness to learn
- While assistance will be given, candidates will be responsible for applying for their own Visas if required.

Additional optional requirements:

- Urban Design qualification
- Ability to progress to Part 3 Architect
- Sustainable design knowledge

Our practice offers:

- A sociable and collaborative working environment
- Active involvement in job-running and client liaison
- Experience of a broad range of project types and work stages in all sectors
- Attractive salary with personal benefits dependent upon level of experience.

The successful candidate will be conscientious, hardworking and have the skills and aptitude to take on responsibility as well as an enthusiasm to grow within the company.

It is vital that candidates are willing and able to work through this initial position within our Gateshead studio in the UK before taking up residence in Mongolia at some point in the future.

Should you wish to be considered for the position, please send your CV, examples of your work (max 5MB) and a covering letter with supporting necessary certification in support of the above requirements to the following email: joinus@gradonarchitecture.com before the **closing date of 10 September 2018**.

We will only be able to respond to candidates invited for an interview.

If you are applying from distance, Skype interviews can be arranged.