



ASSISTANT ARCHITECTURAL TECHNICIAN

JOB DESCRIPTION

Creating Better Life Experiences.
One Home at a Time.

BLOOR HOMES[®]

Job title	Assistant Architectural Technician
Department	Design & Technical
Responsible to	Architectural Technician, Assistant Project Design manager

POSITION SUMMARY

To provide general support to the Regional Design & Technical Team.

KEY WORKING RELATIONSHIPS

Design and Technical Director, Architectural Technicians, Senior Architects and Layout Designer.

MAIN DUTIES

1. Cadding up site plans and external works layouts.
 2. Building Regulation submission and monitoring.
 3. Updating and maintaining a drawing register system.
 4. Issuing of documents and drawings.
 5. Submitting Planning Applications to discharge planning conditions.
 6. Submitting Robust Detail applications.
 7. Attending meetings that may be necessary in the performance of your duties.
 8. Complying with and uphold company policies and procedures.
 9. Undertaking any additional tasks as may reasonably be required from time to time.
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It is a requirement of Bloor Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.