



TRAINEE ARCHITECTURAL TECHNICIAN

JOB DESCRIPTION

Job title	Trainee Architectural Technician
Department	Group Design & Technical Department
Responsible to	Architectural Manager

POSITION SUMMARY

To gain experience of the house building design processes in Head Office and to provide architectural support to the Regional Design & Technical Teams.

KEY WORKING RELATIONSHIPS

Group Design & Technical Team, Regional Design & Technical Teams.

MAIN DUTIES

1. Producing, creating, and modifying basic layouts using AutoCAD.
2. Amending house type working drawings for one of our Regional teams.
3. Producing presentation layouts and planning application packs.
4. Attending meetings that may be required in the performance of your duties.
5. Complying with and upholding company policies and procedures.
6. Undertaking any additional tasks as may reasonably be required from time to time.

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.