



Job Opportunity

Job Title: Part 1 Architectural Assistant

Location: Faversham, Kent

Salary: Competitive

Type: Full-time, On-site

About Us:

OSG Architecture is a dynamic and forward-thinking architectural practice, renowned for delivering innovative yet viable design solutions across Kent and the UK. Developing and nurturing the next generation of architects is at the heart of our practice ethos and we are seeking a motivated and creative Part 1 Architectural Assistant to support our team in delivering outstanding architectural projects.

The Role:

This is an exciting opportunity for a Part 1 Architecture graduate to join our growing team. You will work closely with senior team leaders and directors, contributing to the design process from concept to completion.

Key Responsibilities:

- Produce high-quality design and presentation materials.
- Collaborate on project ideas, objectives, and requirements.
- Liaise with professionals and external consultants.
- Prepare feasibility reports and design proposals.
- Utilise computer-aided design software for design and project management.
- Assist with social media content creation.
- Support tender applications and project presentations.
- Prepare planning and building control applications.
- Participate in site visits and assist in resolving on-site issues.
- Ensure adherence to project deadlines and company protocols.

Skills & Qualifications:

- Proficiency in AutoCAD and Photoshop; knowledge of Revit is preferred.
- Familiarity with Word, Excel, PowerPoint, and InDesign.



- Strong design and drawing skills, with an eye for architectural flair.
- Creativity and the ability to think in three dimensions.
- Excellent analytical, organisational, and time-management skills.
- Strong communication abilities, both written and verbal.
- Enthusiasm for buildings and the built environment.
- A collaborative mindset with the ability to work independently when required.

What We Offer:

- Learning & Development: On-the-job training, mentorship, and support to develop your skills in architectural design and service delivery.
- Friendly & Supportive Team: Join a collaborative team that values learning and growth.
- 2pm finish on Fridays
- Quarterly team sessions and socials

Why Join Us?

- An exciting opportunity with practical hands-on experience to kickstart your career in architecture.
- Exposure to a wide range of tasks and architectural projects
- A friendly, collaborative environment where your ideas and contributions are valued.

If you're eager to start your career in a fast-paced, creative environment and are interested in a Part 1 position as an Architectural Assistant, we would love to hear from you!

How to Apply:

Please submit your CV and a link to your portfolio, along with a brief cover letter outlining why you think you are suitable for the position to: n.murch@osgarchitecture.co.uk. We look forward to hearing how you can contribute to our team!

Application deadline: **12th January 2025**

We are ideally looking for a **January start**.