

Graduate Urban Design Assistant | Cardiff

ARUP

As part of our continued growth, we are currently looking to recruit a permanent, full-time Graduate Urban Design Assistant into our Urbanism and Landscape team in Cardiff.

The post will initially be part-time (one or two days per week) with the potential for the position to made permanent.

This is a varied role, and your day-to-day responsibilities could include the following:

- Assisting with design work
- Site surveys
- Preparation of drawings
- Preparation of clear and concise reports
- Preparation of bids and tenders
- Use of various software packages
- Project management support
- Assistance in marketing exercises

For further information and to apply please visit our Graduate Recruitment site:

<https://arup.earcu.com/ukgrads/vacancy/345/description/>

Start date: September 2014
Core hours: Full time (37.5 hrs per week)
Contract: Permanent (Vacancy ref. 0319)
Location: Cardiff office

Qualifications:

- Bachelors degree in a relevant subject
- Minimum 1 year experience (as year out student or similar)
- Working towards or completed MA in Urban Design

Skills:

- Ability to demonstrate ideas through sketching and hand drawing
- Working knowledge of AutoCAD, Adobe Creative Suite, Sketchup (or other 3D modelling software) and Microsoft Office
- Good verbal and written communication skills
- Strong team working skills

In return, we offer the following:

- An interesting and varied workload
- A supportive and friendly team
- Technically challenging projects that will stretch and challenge your skills