



ASSISTANT DESIGNER



ABOUT THE ROLE

The Assistant Designer will support the Design Manager and Senior Designer / Designer by administering information systems and providing design information to the department and staff within the Division. They will have a good understanding of Microsoft Word, Excel, Outlook and be able to assist with the preparation of schedules together with inputting of data using the current Redrow Homes procedures. There will also be a requirement to use AutoCAD systems.

Responsible for: No direct reports

Responsible to: Technical Director

KEY RESPONSIBILITIES

1. GENERAL

- Input and generate data as and when required, utilising the computer for drawing issues, registers etc.
- Preparation of coloured design drawings both on computer and manually.
- Plotting and issuing of drawings to both internal and external bodies.
- Taking telephone queries and questions to deal with or pass on to relevant members of the Design Team.
- Working to agreed timescales to ensure that relevant copies of letters, memos, report and standard forms are issued in line with agreed timetables.
- At all time comply with Company policies, procedures and instructions.

2. SUPPORTING THE WIDER TEAM

- Assist with artwork preparation for presentation purposes.
- Assist with the preparation of planning applications and packs under guidance from the Design team.
- Assist with the management and operation of the department's electronic equipment including the plan plotter etc.

3. DEVELOPMENT

- Implementation of new ideas and methods of continuing to seek ways of both improving the organisation's goal, enhancing the reputation of the company

4. RELATIONSHIPS

- Build strong relationships with colleagues across all functions within the division.
- Liaise with statutory authorities, consultants, and site-based staff (both sales and construction), as well as customers directly.

THE PERSON

What kind of person are we looking for?

- Good communication skills
- Analytical and critical thinking
- Good observation skills and willingness to learn
- Proficiency in Mathematics
- IT literate
- Ability to work both in a team and independently under supervision

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.