

# FRANK

ARCHITECTURE & INTERIORS

## Junior Architectural Technologist – Job Description

FRANK, unlike other traditional architecture firms, takes an integrated design approach. Architecture and Interior design are at the heart of the work we do. Being a small-scale, boutique firm allows for our team of talented and passionate design professionals to strive to create timeless, engaging, and approachable design solutions within a collaborative open studio environment.

Our expertise in projects ranges from commercial to residential with a strong focus on hospitality. We are particularly fond of restaurant, café and retail design as it gives us the opportunity to indulge in a research process and a level of detail that we undoubtedly love. Our portfolio includes project work that stretches across Canada and into the US.

We are seeking a Junior Architectural Technologist to be involved with the design, drafting and permit management of a wide range of projects. We are looking for those who thrive in a fast-paced work environment motivated by teamwork and creativity.

In your role as a Junior Technologist, your responsibilities will include:

- Producing technical drawings alongside the project design team, providing keen attention to detail
- Technical overview and coordination of construction drawings and permit submissions
- Providing insight on the building code, performing periodic code reviews at various stages of the project
- Providing insight on building envelope and performance at various stages of the project, as required
- Reviewing progress in conjunction with schedule and providing recommendations to the team to ensure a smooth workflow
- Providing design and technical advice when questions are asked by the design team. Providing hand-sketched / CAD sketched ideas and insights
- Experience with Interior Design and Tenant Improvement projects
- Reviewing consultant drawings and design, highlighting coordination items that need attention and providing advice/insight
- Quality Assurance and Quality Control of tender and permit sets
- Liaise with appropriate authorities (including planning enquiries and building inspectors) when producing documentation for approval, as required
- Administer contracts and project certifications, as required
- Periodic site reviews of projects in the construction phase, as required

Qualifications and Skills:

- Diploma in Architectural Technology or University Degree in Interior Design/Architecture or Equivalent from an accredited post-secondary institution
- 0-5 years of experience in an Architecture/Interiors Office
- Strong abilities in AutoCAD
- Strong communication and presentation skills (written and oral)
- Confident, efficient, collaborative and organized

Contact Information:

All interested applicants should be prepared to provide samples of their work including working drawings and contract administration documents and professional references and should be able to start two weeks from acceptance of offer of employment.

We will provide a competitive salary, health benefits and continuing education opportunities.

Please email your resume, cover letter and portfolio to [careers@frankarchitecture.ca](mailto:careers@frankarchitecture.ca). Include your name and the position, Junior Architectural Technologist in the subject of your email. Only candidates offering appropriate credentials will be contacted, although we thank any interested parties for their submissions.