

# GUY GOODFELLOW

INTERIORS AND ARCHITECTURAL DESIGN

## Architectural Project Manager

Guy Goodfellow Ltd is looking for a highly organised, intelligent and motivated Architectural Project Manager to join its team on a full time basis.

Guy Goodfellow Ltd is a London-based interiors and architectural design practice currently working on a number of projects both in the UK and internationally.

As part of the role, the person will be the in-house architectural focal point, liaising between the interior design team, the architectural consultants/draftsmen, the project contractors, project managers and the suppliers. They will be required to provide the following architectural support:

- Working on initial GA's, RCP's & FF's drawings on a case-by-case basis to aid with presentations and smaller architectural projects.
- Managing RFI's, project programmes, weekly reports & project schedules to include IRS's
- Overseeing all incoming & outgoing architectural/drawing related correspondence.
- Creating and maintaining architectural related schedules for all projects including sanitary ware, ironmongery & fixed lighting.
- Maintaining drawing filing systems & ensuring all drawings are issued with an up-to-date drawing issue sheet.
- Obtaining supplier quotations for non-FF&E items when needed.
- Managing the organisation of the studio's architectural sample library.

The role is suited to someone who is eager to get stuck in, can work independently, is adaptable, can prioritise work and operate proactively in a small team. A knowledge of AutoCAD is essential together with relevant experience working with classical architecture and in the construction industry.

Please forward your CV and samples of drafting work to: [mail@guygoodfellow.com](mailto:mail@guygoodfellow.com)

[www.guygoodfellow.com](http://www.guygoodfellow.com)