

ROOM FOR

LIGHT

MAKE ARCHITECTURE
Practice Manager

15TH MAY 2017

MAKE Architecture are seeking an enthusiastic Practice Manager to join our busy studio. Past administration or HR experience in an architecture or design practice is favoured but not essential.

This long term role will involve leading the practice and working closely with the director. An ideal candidate would be experienced in many facets of small business, including marketing, contractual agreements, procedural maintenance, HR, project administration and support, record management, studio functionality and travel coordination. Bookkeeping, billing and financial administration experience will be favoured, but is not essential.

Extraordinary organisational and communication skills, meticulous work habits and exceptional attention to detail are necessary attributes for this role.

At MAKE, a friendly, sustainable and supportive office culture is important to us and we enjoy a number of shared activities at our Yarra riverside location, including a weekly personal trainer, shared lunches and drinks to end the week. Together we enjoy architectural talks and tours, awards events and social gatherings by the river.

MAKE is a small practice that is growing rapidly and as such this is an opportunity for the right person to become an important part of the team. Flexible working hours possible for the right person. Salary commensurate with experience.

Please apply in writing by submitting your CV and cover letter outlining work and industry experience to: work@makearchitecture.com.au