
Date Posted

16 September 2019

Re

Job Advertisement

Location

Canberra Studio

Job Title

Studio Manager

Employment

Full Time

Job Description

Stewart Architecture is an award winning, design focused practice which has been operation for over 40 years. We are seeking a highly motivated, organised individual to oversee management of the operation of our Canberra Studio in areas of designation. Working closely with the Practice Principal, Directors and senior staff, the Studio Manager plays a key role in the daily life of the studio, contributing meaningfully to the success of the company and the general wellbeing of our team.

\$80K - \$100K + Super. Salary commensurate with experience.

Our Employment Philosophy

Our team is dedicated to outstanding design and client services, personal development and team based success. We believe in collaboration and invest in our people to enable each person to reach their full potential. We are an evolving company with room for growth and change. We believe that good design stems from a well supported and empowered team.

Some of our initiatives include:

- Flexible working arrangement options
- Work / Life balance commitment
- Training and Professional Development opportunities
- A Social Program that includes annual and casual events
- Variety of work to suit different interests, experience and goals, as well as the opportunity for individuals to move between different types of projects and sectors

Position Responsibilities

- Front of house meeting/greeting
- Answering phone calls and responding / managing general practice correspondence including email and post
- Lead and minute internal management meetings
- Scheduling and managing appointments (diary management)
- Management and coordination of Directors' (Canberra) schedules, to assist in meeting project and business deadlines
- HR including staff timesheets and leave records
- Liaison with Sydney studio for coordination of calendars
- Preparing correspondence, drafting fee proposals, project invoices, project variations, assisting with tenders and other written work as required
- Ensuring the staff facilities (kitchen, bathrooms) are kept to the highest standard, by managing cleaners' contract and performance, and enforcing the staff weekly office duty roster
- Managing stationary and other office/kitchen supplies
- Managing Healthy Workplace incentive
- Staff performance reviews and assisting Directors with management of professional development plans
- General internal reviews and audits in collaboration with QA Manager and Directors
- General office maintenance, as required
- Monitor office equipment, maintain warranties, test & tag and purchase new equipment as required
- Maintaining staff, equipment, membership and subscription registers
- Coordinate events (internal and external- i.e. Christmas party, Melbourne cup, team bonding etc.)
- Hard copy filing and archiving
- Assist Finance Manager when required and directed in editing/sending fees, banking, collating

- time sheets for invoicing
- Assist Project Architects and other staff members when necessary
- Marketing assistance (website, company portfolio and CV's, social media, invitations, graphics etc) in collaboration with Director/Business Development Manager as required
- Managing subleased desk spaces as required

Preferred Qualifications

- Certificate IV in Business Administration
- 5 years' experience as an Administrative Assistant

Technical Skills

- Microsoft packages
- Xero style management programs

Desired Skills

- Experience and/or interest in design and architecture
- Excellent communication and writing skills, with acute attention to detail
- Experience in finance management, including preparing and issuing fee proposals and invoicing
- Familiarity with project progress reporting and management
- Demonstrated enthusiasm and initiative
- Outstanding personal presentation and professionalism

Report To

Directors and Practice Principal

To Apply

To be eligible and considered for this position you must hold a valid work permit in Australia. Please send a concise CV and portfolio (max 10MB) to careers@stewartarchitecture.com.au