

Job title:	Architectural Graduate
Reporting to:	Karen Alcock, Principal, and Project Architect
Salary:	Commensurate with experience
Hours:	Full time, 37.5 hours per week
Location:	25 William St, Cremorne

MAArchitects Pty Ltd is an EO employer and is committed to providing all employees with a safe and enjoyable working environment. Comprehensive policies and procedures have been developed to support this. All employees are responsible for their own awareness and understanding of MAA policies and procedures.

#### Purpose of the Position

MAArchitects is a small-to-medium sized practice specialising in residential, mixed use and commercial architecture and interiors.

The Architectural Graduate will work within project teams, directly under either the Project Architect or Principal, to assist with the efficient and professional delivery of projects.

The Architectural Graduate needs to keep themselves informed regarding the architectural process by drawing on the knowledge of more experienced staff around them. It is important for the Architectural Graduate to apply themselves to each task they are asked to complete as this will ensure their continual development within the practice and eventual registration.

#### Work experience, skills and qualifications

- 1+ years full time as a Architectural Graduate
- Experience with multi-residential and single residential (renovations and new builds) preferred
- Client facing, maintain & develop client relationships
- Coordinate and liaison with project team, clients, consultants and contractors
- Proficiency in Sketchup and ArchiCAD preferred
- Proficiency in Adobe Creative Suite
- Exposure to running projects
- Exposure to construction documentation and detailing
- Experience liaising with consultants & contractors

#### Personal qualities & behavioural traits

- Ability to work with a high degree of autonomy and also as part of a team
- Demonstrate initiative and proactive approach to daily tasks
- Strong verbal and written communication skills
- Excellent personal presentation. You must be professional, friendly and calm
- Manage sensitive and confidential information

#### Responsibilities & duties

- Undertake design projects from concept design through to completion, including research and review of authority regulations and site constraints
- Liaise with Clients and relevant Consultants and Authorities
- Prepare construction documentation under the supervision of the Project Architect / Director
- Ensure in-house documentation is up to date
- Assist the Project Architect with Contract Administration tasks eg. Site visits, meeting minutes.

#### Training & Self Education

- Complete self-education and professional development, including keeping up to date with changes to relevant legislation and other regulatory controls affecting the practice of Architecture.
- MAA is an A+ member of the Australian Institute of Architects, all staff are covered by this membership which provides access to the institute member services and personal copies of Architecture Australia and AV Magazines. A requirement of this membership is that staff achieve a minimum number of CPD points per year.
- MAA will fund attendance at seminars, lectures etc. as appropriate.

## Relationships

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- Internal
  - Principal
  - Project Architect
- External
  - Clients
  - Consultants
  - Reps and suppliers