

ARCHITECTURAL DOCUMENTER



Term: Full Time

Salary: Negotiable, commensurate with experience

About the company

Ewert Leaf is a dynamic, multi-disciplinary architecture and design firm distinguished by an innovative yet commercial approach to design solutions. Our diverse portfolio of work spans across hospitality, retail, workplace, private and multi-residential and aged care sectors.

The studio leaders are passionate about mentoring and developing talent to shape the future of the industry in the way we work, learn and live.

Nestled close to Albert Park in South Melbourne, our studio is an engaging, community focused and collaborative space.

The Opportunity

An exciting opportunity has emerged for an experienced Documenter to join our studio. This role offers the opportunity to work collaboratively with the team and contribute to a diverse range of projects, focusing on design development and documentation required for the construction of our projects.

About the role

As an Architectural Documenter or Draftsperson, you will have extensive experience in the multi-residential and commercial sectors. You will have a passion for design and a positive and professional attitude. As a proactive and self-motivated professional, you will confidently work both independently and within a project team, whilst communicating effectively with your colleagues, clients, and consultants. You bring extensive technical ability to the role, including comprehensive knowledge of the relevant standards and software. You will work proactively to optimise CAD / BIM systems, processes and libraries and mentor and assist staff with technical queries.

Skills and experience

- A recognised tertiary qualification
- Extensive experience in architectural documentation
- Interior documentation experience is advantageous
- Demonstrated experience in design development and construction documentation in the multi residential and commercial sectors
- Expert knowledge of AutoCAD and Revit
- In-depth knowledge and understanding of planning schemes and building regulations

Personal qualities and behavioural traits

- Excellent verbal and written communication skills
- A collaborative approach to problem solving and interest in knowledge sharing and mentoring
- Strong organisational and time management skills
- A keen eye for detail
- Solutions focused
- Exceptional ability to engage and build relationships with stakeholders across all levels
- Confidently contribute to multiple projects simultaneously

How to apply

- Must be eligible to live and work in Australia and must currently reside in Australia
- Submit a cover letter, CV and portfolio to careers@wertleaf.com.au
- Only shortlisted candidates will be notified for an interview
- No recruitment agencies please