

STUDIO MANAGER

RBA Architects and Conservation Consultants, established in 1994 and based in St Kilda, are seeking an experienced Studio Manager to start as soon as possible.

This role includes (but is not necessarily limited to):

Human resources.

Customer service, reception, and office administration.

General operations management and housekeeping.

Assisting with tender submissions, client-architect agreements, variations, and fee adjustments.

Maintaining the Quality Management System (QMS) and developing a pathway to third-party Quality Assurance certification.

General IT trouble shooting, coordination with external IT consultants, systems management and capital purchasing.

Liaising with the bookkeeper and assisting with financial management.

Assisting with accounts receivable and payable.

OH&S.

Supporting the recruitment process.

PA to the director.

Staff social activities.

Research (into all manner of things).

Website upkeep.

The successful applicant will have the following experience:

5+ years of experience in a comparable role. Relevant architectural industry experience is preferred but not essential.

Experience with project management software, systems and procedures in a medium business.

Working knowledge of HR policies and procedures.

Strict adherence to confidentiality.

Understanding of fair work and industrial awards system.

Advanced computer capability in MS Office, Adobe Creative Suite and WordPress  
(AutoCAD and Sketchup knowledge advantageous).

First aid training.

Key attributes will include:

Mature communication and interpersonal skills.

Ability to be versatile and resilient.

Sound judgment and decision making.

Excellent organisational and time management skills.

Pro-active.

Positive and confident manner.

An appreciation for heritage places.

Salary will be commensurate with the responsibility of the role.

About Us

RBA provide tailored heritage management and architectural services to a range of private, institutional, commercial and government clients. We work throughout Victoria, and occasionally interstate and internationally.

Our nimble, multi-disciplinary team of 12 to 15 people consists of heritage consultants, historians, conservation and design architects, and specialist technicians. We are a dynamic mix of wise old heads and young tech savvy graduates, who work in a collaborative environment that fosters respect and care but also innovation and left-of-field and over-the-horizon analysis. RBA is a company which has an excellent team culture and which values a healthy work-life balance. RBA also provides professional development support for employees.

The Location  
Our practice is located at the top of Fitzroy Street (the Paris end), St Kilda, in the heritage listed Ritz Mansions. Our practice is surrounded by fantastic restaurants and cafes, gyms, Albert Park and serviced by multiple tram and bus routes.

Contact  
If this role interests you, please forward your resume by email in the first instance to Roger Beeston at roger@rbaarchitects.com.au.