



About Kosloff Architecture

Kosloff Architecture is an award-winning design practice and registered BCorp that specialises in public and educational architecture. We are currently seeking an ambitious and culturally engaged Senior Documenter/Technician to join our growing team. We believe that the creation of an authentic and engaged practice culture is integral to producing high quality and lasting architectural design, and that the nature of the workplaces that we build should be equally aspirational in terms of what they provide for the people that work there, as well as collaborators, and the broader community.

The Position

We are currently seeking a Senior Documenter/Technician with 8+ years experience

This position involves:

- + Planning and managing the documentation workflow of projects and the team
- + Producing documentation and models to a high degree of accuracy
- + Managing the exchange and coordination of models with the consultant team
- + Assisting the ongoing development and administration of the practice Documentation Standards and BIM Management standards and ensure their consistent application
- + Creating and manipulating complex Revit families

Skills & Experience

- + Tertiary education with a vast knowledge of building codes and standards
- + High level of construction and detailing knowledge with excellent documentation skills
- + Advanced Revit skills
- + Experience in education, commercial and public sectors
- + Ability to work both independently and as part of a team on projects of varying scales
- + Experience in planning and leading the documentation phase of a project
- + Problem solving skills and proactiveness with excellent communication skills

About You

- + Highly proactive and self-driven
- + Actively engaged within the architectural community
- + Ability to multi-task and work on multiple projects at varying stages
- + Passion and a keen eye for detail

Offer

- + Five weeks of annual leave a year
- + Structured professional development and mentoring programs
- + Flexible working conditions
- + A dynamic, engaged, inclusive and passionate team environment
- + Employee ownership scheme
- + Convenient Flinders Lane Studio location
- + Salary commensurate with experience

**Kosloff
Architecture**

Interested applicants please forward your CV by email in the first instance to Anna James at contact@kosloffarchitecture.com
If you wish to discuss the position please call Anna James (Practice Manager) 0480 347 545