

Project Leader with 3-5 Years' Experience – Full Time Position

Craig Tan Architects is an award-winning boutique architecture, interior and urban design studio working on a diverse range of typologies including hospitality, wineries, retail, residential, commercial, education, institutional and master planning.

We currently have a range of exciting educational, commercial, and adaptive re-use projects, and have an employment opportunity for a Project Leader (registered or unregistered) with 3-5 years' experience. As a growing design practice, we seek someone to lead a variety of projects, whilst contributing positively to the office culture.

This role would suit a person with a design eye, who is passionate about developing design concepts holistically through the planning and construction process, and refining them down to the level of the crafted detail. Ideally, you would have experience across all stages, with a strong grounding in construction documentation, co-ordination, detailing and site attendance, and an ambition to develop into a senior member of the team.

We seek motivated people with initiative who will embrace honing their skills in a fast-learning environment. Good communication skills, a calm temperament, and the ability to be a team player are also extremely important.

As a growing firm, we believe in training and nurturing people to develop a well-rounded skill set, and to ensure that the office philosophy is reflected in every facet of our work.

You will benefit from working closely with our skilled and talented team and will be offered a broad diversity in your role.

Archicad skills are preferred but not essential. Adobe suite skills will be regarded as a pre-requisite.

We are well located on the city fringe in Victoria Street, West Melbourne, with opportunities for flexible working arrangements.

We are an equal opportunities employer and value having a diverse and rich office culture. Work-life balance is important: we typically work weekdays 9am-5:30pm.

Salary commensurate with experience.

Further information is available on our website – www.craigtanarchitects.com

If you think that this is the right position for you, please send a concise cover letter, CV and snapshot folio of no more than 10 pages (less than 5MB) to Craig Tan at

info@craigtanarchitects.com, by Thursday 5th March 2026.

Email subject: 'CTA AIA Project Leader 2026 – Full Time'

Thanks!