

## **JOB DESCRIPTION – ARCHITECT ASSISTANT**

### **OVERVIEW:**

- To provide QD with a highly motivated team member with a good attitude and willingness to learn, assess, analyse and put in at all levels and tasks.
- To possess good communication skills, knowledge and experience in construction, site surveys, documentation, ability to sketch and draw.
- AutoCad skills, Adobe Photoshop & general all round computer skills/ emailing.
- To contribute to the business in a professional manner in order to assist growth and development.
- To deal with builders/ trades and rep's in a professional manner.
- To assist in developing QD's profile – marketing actively & to promote as possible.

### **REPORTING TO :**

Director – Tony Jackson.

### **TRAINING:**

Tony Jackson, & other experienced staff

### **CONFIDENTIALITY**

This aspect of QD must be maintained at all times – protect our Clients and our business specific project's details, client details and QD's trade "secrets" must not be discussed outside the company.

### **LEAVE OR HOLIDAYS**

4 weeks pa which can be broken up into increments. We require a minimum of 4 weeks notice of any holidays to allow QD to program in.

### **RENUMERATION**

Fortnightly (negotiable).

### **PROBATION PERIOD & PERFORMANCE**

A probation period of 3 months during which time performance, attitude, skills and development will be reviewed. It is expected that the employee will continue to develop their skills, performance and productivity.

### **HOURS**

Generally, 9.00 to 5.30pm with 1 hr for lunch to be taken between 12-2 pm. This is negotiable based around 37 ½ hr week.

### **NATURE OF EMPLOYMENT**

A salary basis is preferred

### **SUPERANNUATION**

QD will pay the legally required %'s age into the selected or specified superfund.

### **PROFILE OF QD**

QD carries out it business professionally and passionately, bringing to every project deep and well tuned levels of skills and experience.

### **PHILOSOPHY**

We are facilitators without ego – we put forward creative options/ pros + cons – we listen to Client's needs and read between the lines. We believe in inspired, appropriate and innovative design to give an enduring outcome.

### **APPROACH TO PROJECT DOCUMENTATION**

Generally, we believe in detail and depth in all documentations – drawings, spec, schedules and so on to give the Client protection in contract. This also is beneficial for the builder – good builders welcome this approach.