

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 its 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.