

Practice Manager – Architecture Industry

Full time or Part time. 3 – 5 days per week.

McBride Charles Ryan (MCR) is an award-winning Architecture and Interior Design practice located in fresh new studio offices in Prahran, VIC.

McBride Charles Ryan is currently looking for a Practice Manager to work closely with the Director/Owner and the finance officer to ensure the business is operating efficiently and commercially. Ideally bringing with you practical experience you will work across all facets of the business including marketing and promotion, IT and Staff resourcing. The day to day running of the office and the staff (currently mainly working from Home) will be a responsibility.

The practice works across a range of projects and has a close-knit team of talented designers.

Core Skills and Experience

- Graduate degree
- Ability to assist in Human Resources and Office management
- Excellent people management skills
- High level of verbal and written communication
- Ability to assist with Marketing and Public relations

Key Responsibilities

- Work with Director across file management
- Day to Day office management and IT support (liaising with External IT Consultant)
- Assist with project resourcing and staff allocation including IT hardware and Software Management
- Facilitate internal meetings and calendar control for owners
- Oversee Architectural Students
- Compliance and internal systems monitoring
- Promotion of MCR and management of profile along side owners

Please provide your CV via email to mail@mcbridecharlesryan.com.au with the reference MCR Practice Manager 2020 By the 30/11/2020