

# Project 12 Architecture

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## Graduate of Architecture / Recently Registered Architect – Full Time Position

Project 12 Architecture is an emerging, design led practice based in Carlton North with a growing body of residential and educational work. We are a collaborative and social practice, who are passionate about architecture and design. We provide an inclusive and supportive work environment for all our staff and actively promote a healthy work life balance.

We are looking for a Graduate of Architecture or recently Registered Architect to join our expanding team. This is an exciting opportunity for a talented and passionate candidate who is looking for a long-term position with the opportunity for career development and progression. We are looking for someone to become a valued, integral member of staff, who wants to take an active role in the growth and development of the practice.

### Job Description:

- Graduate of Architecture/ Recently Registered Architect
- Will be working on educational and residential projects
- Full time position – 37.5 hours per week. No long hours or overtime expected.
- Working across all stages from master planning, design stages, documentation through to project completion
- Assisting with design presentations, documentation packages, reports, and schedules
- Working directly with clients and consultants
- Ability for flexibility – offering a combination of working from the office and home to suit the successful candidate
- Salary will be commensurate with level of experience and skill

### Essential Skills and Experience:

- Minimum 2+ years post graduate experience
- ArchiCAD experience preferable
- Proficiency also in AutoCad, Adobe Creative Suite and Microsoft Office required
- Excellent verbal and written communication skills
- Strong problem-solving skills
- Excellent attention to detail
- Ability to work autonomously and collaboratively as part of the project team
- Good organisation and time management skills and ability to work to deadlines

### Application:

Candidates should send their CV and PDF portfolio (max 6Mb) to [info@project12architecture.com](mailto:info@project12architecture.com)