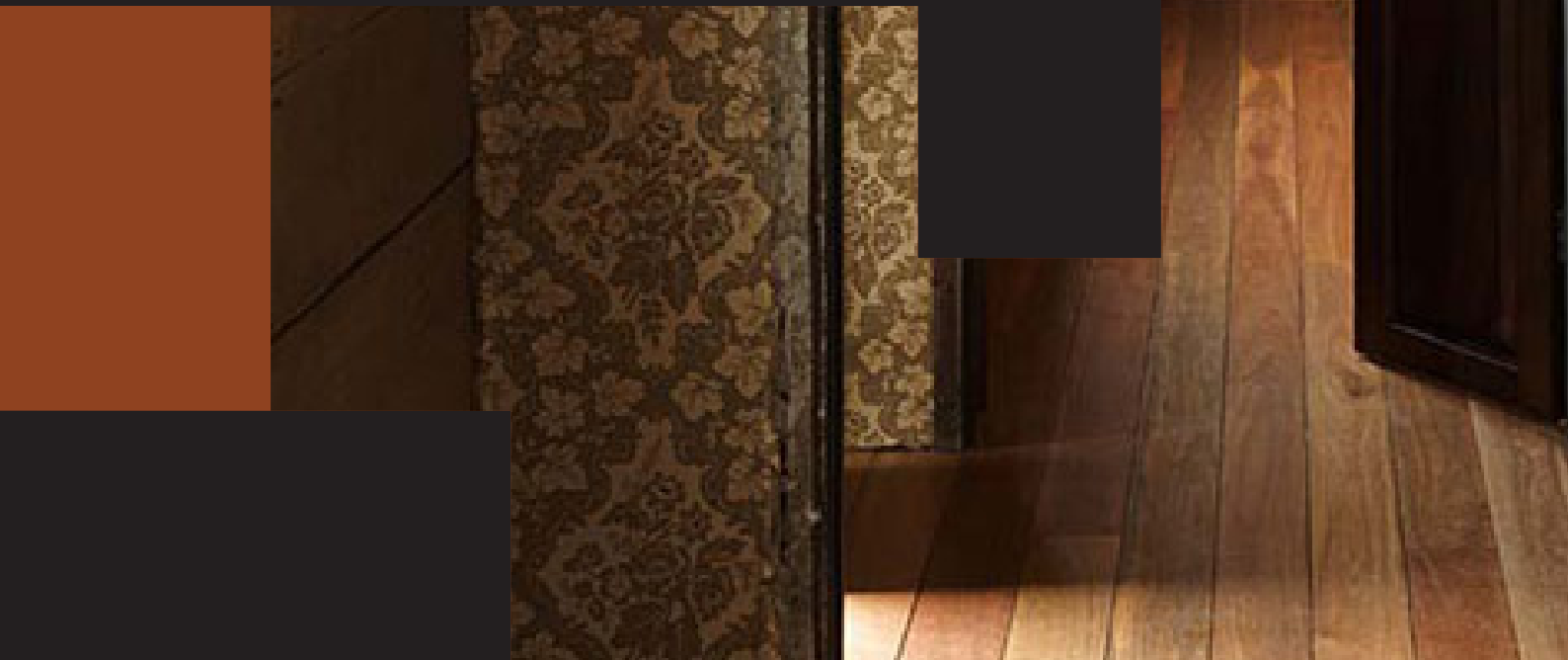


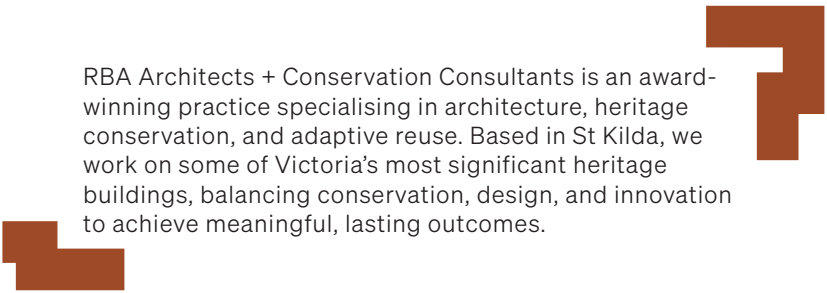
rba
Architects +
Conservation
Consultants

We are
hiring
**Practice
Operations
Coordinator**



Practice Operations Coordinator

Job Opportunity



RBA Architects + Conservation Consultants is an award-winning practice specialising in architecture, heritage conservation, and adaptive reuse. Based in St Kilda, we work on some of Victoria's most significant heritage buildings, balancing conservation, design, and innovation to achieve meaningful, lasting outcomes.

What we are looking for

We are looking for a highly organised and proactive Practice Operations Coordinator to support our Practice Manager and Director in the smooth day-to-day running of the office. This is a diverse, hands-on role within a small and creative team, where initiative, professionalism, and attention to detail will make a real difference. Our ideal candidate would be a confident and friendly multitasker who enjoys variety, thrives on organisation, brings strong communication skills, and values contributing to a positive and supportive workplace culture.

Key Responsibilities

- Office + IT – Oversee daily office operations, including managing supplies, equipment, subscriptions, and IT services; coordinate meeting and front-of-house functions.
- Project Administration – Maintain project data and resource tracking using ProWorkflow; assist with client invoicing and project filing/archiving.
- Finance Support – Manage payment of office expenses and subconsultant invoices.
- Business Development + Marketing – Prepare and maintain social media content, website updates, marketing materials, and graphic templates.
- HR + Culture – Support onboarding/offboarding, leave coordination, timesheet oversight, and team events.
- Quality + Compliance – Help monitor training, insurances, and practice compliance systems.
- Executive Support – Assist the Director and Practice Manager with correspondence, scheduling, travel, and meeting coordination.

Essential Skills

- Proficiency in MYOB preferred
- Proficiency in project management (including ProWorkflow experience) highly regarded
- Database management experience
- Graphic design and digital communication skills (Adobe Creative Suite, website management, social media).
- Strong organisational and problem-solving skills with a focus on detail and follow-through
- Excellent written and verbal communication
- Customer service experience
- Competence in Microsoft Office and general IT literacy
- A collaborative mindset

What we offer

You'll be joining a creative, inclusive and supportive workplace culture, with the opportunity to play a key role in helping the team deliver meaningful, heritage-focused projects. Our character-filled office in St Kilda is conveniently located close to public transport, and you'll have access to an extensive in-house library and a knowledgeable expert team who understands the importance of balance, downtime — and cake. We also offer ongoing professional development and growth opportunities to support your career progression.

Take a look at our website and socials, and submit a CV along with a portfolio to
Roger Beeston, Director — contact@rbaarchitects.com.au

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