

Role:	Project Architect
Salary:	Commensurate with experience
Hours:	Full time, 37.5 hours per week
Location:	25 William St, Cremorne

#### About us

MAArchitects (MAA) is a small-to-medium sized practice specializing in residential, mixed use and commercial architecture and interiors. MAA's projects are designed to be engaging and memorable. They have a sense of place and integrity, instilling in them a solidity that allows them to age gracefully in their neighbourhoods.

#### About the role

We are looking for a passionate project architect to join our team. At this level you will be registered, or close to registering, and still consolidating the professional role of an Architect. Depending on the size of the project, you may work as part of a team or directly with a Director.

Your role will include documentation, design, administration and coordination of tasks depending on the size of the project. You may complete contract administration on smaller projects under the mentorship of a more senior Architect.

#### Work experience and skills

- You have strong Archicad skills
- You have a broad experience on the production of working drawings, plans, schedules and specifications.
- You have the ability to identify problems when they arise and manage/solve them in a timely manner.
- You are ready to take on a lead role on smaller projects or possibly package lead on bigger projects.
- You have the ability to work as a leader & / or part of a team as required including mentoring & delegating to more junior staff.
- You have the ability to coordinate and liaise with project team, clients, consultants and contractors.
- You have a strong design focus, portfolio of work, design methodology.
- You are ready to work on Contract Administration / Answering RFI's & site activities as required.
- You are meticulous on record taking, managing emails, files, drawings notes etc., and passing critical information onto the Project Architect/Director in a timely manner.
- You have the ability to complete an interiors package at 1:20.

#### Qualifications

- Architecture degree qualification from recognized institution.
- 3+ years' experience with multi-residential and single residential projects preferred.

#### Personal qualities & behavioural traits

- Strong verbal and written communication skills.
- Ability to work with a high degree of autonomy and also as part of a team.
- Demonstrate initiative and proactive approach to daily tasks.
- Excellent personal presentation. You must be professional, friendly and level-headed.
- Manage sensitive and confidential information.
- Eager to continue learning and developing your skills.

#### Training & Self Education

You are responsible for self-education and professional development, including keeping up to date with changes to relevant legislation and other regulatory controls affecting the practice of Architecture.

MAA is an A+ member of the Australian Institute of Architects, all staff are covered by this membership which provides access to the institute member services and personal copies of Architecture Australia and AV Magazines. A requirement of this membership is that staff complete 20 hours of recorded PD per year. Staff are required to complete a Professional Development Log throughout the year and submit it every 6 months.

MAA will fund attendance at seminars, lectures etc. as appropriate.

#### Applications

Submit your applications including cover letter, resume and sample folio to [applications@maarchitects.com.au](mailto:applications@maarchitects.com.au) by 18 September 2020.