

Job title:	Graduate of Architecture
Reporting to:	Karen Alcock, Principal, and Project Architect
Salary:	Commensurate with experience
Hours:	Full time, 37.5 hours per week
Location:	25 William St, Cremorne

MAArchitects Pty Ltd is an EO employer and is committed to providing all employees with a safe and enjoyable working environment. Comprehensive policies and procedures have been developed to support this. All employees are responsible for their own awareness and understanding of MAA policies and procedures.

Purpose of the Position

MAArchitects is a small-to-medium sized practice specialising in residential, mixed use and commercial architecture and interiors.

The Graduate Architect will work within project teams, directly under either the Project Architect or Principal, to assist with the efficient and professional delivery of projects.

The Graduate Architect may take on parts of the role of the Project Architect but with close supervision from senior staff / Principal.

The Graduate Architect needs to keep themselves informed regarding the architectural process by drawing on the knowledge of more experienced staff around them. It is important for the Graduate Architect to apply themselves to each task they are asked to complete as this will ensure their continual development within the practice and eventual registration.

Work experience, skills and qualifications

- 2+ years full time as a Graduate of Architecture with local practice experience preferred
- Experience with multi-residential and single residential (renovations and new builds) preferred
- Proficiency in Sketchup and ArchiCAD preferred
- Proficiency in Adobe Creative Suite
- Exposure to running projects
- Exposure to construction documentation and detailing
- Experience liaising with consultants & contractors

Personal qualities & behavioural traits

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

Responsibilities & duties

- Undertake design projects from concept design through to completion
- Liaise with Clients and relevant Consultants and Authorities
- Prepare construction documentation under the supervision of the Project Architect / Director
- Ensure in house documentation is up to date
- Assist the Project Architect with Contract Administration tasks eg. Site visits, meeting minutes.

Training & Self Education

- Complete 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 will fund attendance at seminars, lectures etc. as appropriate.

Relationships

- Internal
 - Principal
 - Project Architect
- External
 - Clients
 - Consultants
 - Reps and suppliers