Studio Manager

MODE is a fast growing, multi-disciplinary design practice, with ten studios across Australia, New Zealand and Vietnam. We employ over 140 talented employees across architecture, urban design, master planning, interior design, landscape architecture and graphic design.

Currently we have a vacancy for an experienced Studio Manager to join our Melbourne team.

Optimising your business development skills the successful candidate will primarily be responsible for growing the Studio's pipeline of work through new and established contacts whilst also mentoring our experienced, easy going employees.

As part of the Management team we anticipate the Studio Manager to have a minimum 10 years' post grad experience, as well as the following skills and experience:

- Exceptional design & documentation skills, with the ability to coordinate all aspects of a project from Schematic Design to Post Contract Administration ensuring compliance and standards are maintained
- A diverse project portfolio, including current experience in residential, commercial, community and infrastructure projects
- Comprehensive knowledge of BCA & Australian Standards
- Experience in front end concept work, design detailing and presentation skills using the Adobe suite is essential.
- Strong technical knowledge and practical experience of Revit, CAD systems and Sketchup
- Exceptional attention to detail
- Strong time management skills with ability to plan, organize and prioritise own and others workload
- Experience in business development and tender submission writing
- Experience in coordinating and mentoring a small team
- Strong and effective communication and interpersonal skills

This is a permanent full time position with an immediate start.   Remuneration will be commensurate with experience and skills of the successful candidate.

If you meet the above criteria, please forward your application including covering letter, CV and portfolio to hr@modedesign.com.au.

To view the full Position Description click here.