

BAENZIGER COLES

Studio Office Manager

A great opportunity exists for a reliable, self-motivated all-rounder to join an architectural and interior design firm in South Melbourne as the studio's office manager. This role is quite varied and is offered as a three-day-per-week position comprising a Tuesday, Wednesday, Thursday, or, with the appropriate candidate, a full-time position.

The office manager's responsibilities include the organisation and coordination of reception tasks, administration/book-keeping duties to assist the firm's accountants, support of directors and the architecture/interior design team, maintenance of a pleasant work environment, day-to-day operations, and to ensure high levels of organisational effectiveness, communication and safety within the workplace.

Requirements:

- Proficiency in MS Office (Word/Excel/Access/Outlook) essential.
- knowledge of Adobe products such as Photoshop/Indesign/Illustrator very beneficial,
- experience with social media, MYOB and MS Project of advantage,
- previous experience in similar role preferred but not essential,
- excellent time management skills and ability to multi-task and prioritise work,
- understanding of office procedures and operations,
- attention to detail and problem-solving skills,
- excellent written and verbal communication skills,
- strong organisational and planning skills,
- good presentation and people skills,
- a creative mind with an ability to initiate improvements, and
- first aid skills of benefit but not essential.

Applications in writing to:

The Directors
Baenziger Coles Pty Ltd
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South Melbourne VIC 3205
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