

# CAREER OPPORTUNITIES

Baldasso Cortese (BC) is a dynamic multi-disciplinary studio based in Collingwood, with a growing team of over 60 in a mix of design, technical and support roles. We offer a supportive and collaborative work culture, with a 'hum' and energy in the studio that you don't find often, together with a strong ethos for creating a work/life balance for all staff. The following positions have become available:

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## 2IC to Sector Leader – Lifestyle & Community Sector

A position has become available for someone to join our thriving Lifestyle and Community (L+C) team, which covers projects in the retail, commercial, industrial, mixed-use, urban design and residential spaces.

This position is a strategic and long-term one, as we seek someone to provide first hand support to the Sector Leader to help grow the sector's profile and portfolio, as well as encourage and nurture staff development and engagement. The role will see you work on a range of projects, as well as provide wider business and operational support.

Skills required for this position:

- An inclusive, collaborative leadership style that closely aligns with the Sector Leader, and seeks to nurture/ develop a strong team environment
- Ability to work autonomously and within a team environment
- Proven communication skills – written, verbal, presentation
- Results orientation together with highly developed client service capabilities
- Demonstrated ability to deliver commercial outcomes on projects to meet budget and programme targets
- Previous proven experience in business development, including networking and fee/bid submissions, and quality assurance processes highly desirable
- Industry knowledge, local regulations and awareness of trends essential to provide leadership and support to the team. Knowledge/awareness of a range of building contracts, with recent exposure to Australian Standard and 'Design and Construct' contracts desirable
- An appropriate tertiary qualification (architecture, urban design or other design-related profession) together with a minimum of 10 years professional practice, ideally gained in a similar studio environment and with some exposure to a leadership role (desirable, but not essential)
- Professional accreditation to practice in Victoria advantageous but not essential
- Experience across broad market sectors ideal, but a career and profile in large/complex mixed-use, retail and/or urban planning sectors is highly desirable
- A working knowledge of Revit, AutoCAD and SkechUp a strong advantage
- Applicants must be an Australian citizen or have permanent resident status

If you believe you have the necessary skills required for the above position, please apply with CV and covering letter to [applications@bcarch.net](mailto:applications@bcarch.net)

No agencies please

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## **Architectural Technician / Documenter**

Exciting projects coupled with consistent and well managed growth has led to the opportunity for a skilled Architectural Documenter to work on a variety of projects within the office.

The successful applicant will provide design and documentation solutions that meet the specifications agreed between the customer and the Project Architect.

Skills required for this position:

- Proven documentation experience
- Excellent construction knowledge
- Experience in consultant coordination
- Outstanding Revit / AutoCAD skills
- Must be able to work in a project team
- Excellent communication and interpersonal skills
- Minimum 5 - 10 years local experience

The ability to lead teams and multiple site roll out experience would be advantageous.

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No agencies please

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## **Project Architect**

Exciting projects coupled with consistent and well managed growth has led to the opportunity for a skilled Project Architect to work on a variety of projects within the office.

The successful applicant will be responsible for the effective day to day management of a project/s.

Skills required for this position:

- Tertiary qualification in Architecture
- Professional expertise recognised within the industry
- Developed project management and team management skills
- High level experience of project delivery
- Building and maintaining client relationships
- Industry knowledge, local regulations and local experience
- Excellent communication and interpersonal skills
- A good working knowledge of AutoCAD and REVIT
- Ideally have at least 5 – 10 years' experience

- Ability to work on multiple projects
- Capacity to work in a team

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No agencies please

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### **Studio Administration Assistant**

The successful applicant will be the Director of First Impressions, primarily responsible for managing reception whilst providing support to the studio team through administration and marketing tasks including bid submissions and maintaining social media platforms.

Skills required for this position:

- Excellent written and verbal communication skills.
- Good interpersonal skills, upbeat and enthusiastic personality.
- Ability to understand standard operational procedures and practice processes.
- Capacity to operate independently or as part of a wide team as required.
- Solve routine problems and manage priorities and time.
- Ability to work on own initiative as required.
- Good knowledge of Microsoft Office (essential) and Adobe Suite programs (desired).
- Bid submission and working to deadlines.
- Eligibility for working in Australia.
- Victorian Driver's Licence

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No agencies please