



RBA ARCHITECTS +  
CONSERVATION CONSULTANTS PTY LTD  
58 172 742 359 ABN

FITZROY STREET 4C/171  
ST KILDA VIC 3182  
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### The Position - Full Time

RBA Architects and Conservation Consultants Pty Ltd (established in 1994 and based in St Kilda), are seeking an experienced all rounder and **Office Administrator** to join their team.

The ideal candidate will be a positive, well organised and diligent individual that sees the glass half full... every time! We're looking for someone with 5+ years experience in an Office or Practice Management role, who is pro-active and ideally has a keen interest for heritage Architecture and at least some experience in an architectural practice.

This role which provides great variety also includes (but not necessarily be limited to):

- Research (into all manner of things)
- HR Services system support
- Personal Assistance to the director.
- Day to day IT support and coordination with + IT support consultants
- Assistance with tender submissions, customer service and reception.
- Evolution and monitoring of Quality Assurance and OH&S Systems
- Accounts management assistance
- Website and blog updates
- General studio/office duties

The successful applicant will have the following key experience and attributes:

- Experience with project management software, systems and procedures in a small to medium business
- Working knowledge of expected HR policies and procedures.
- Ability to create positive energy for the team.
- Strict adherence to confidentiality
- Understanding of fair work and industrial awards system
- A fabulous sense of humour... we're not joking!

Key competencies and skills will include:

- Mature communication and listening
- Sound judgement and decision making (balancing costs versus benefits).
- Good time management and proven people skills.
- A keen attention to detail.
- Advanced computer capability in MS Office, Adobe Creative Suite and Wordpress (AutoCAD and Sketchup knowledge advantageous)

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### About Us

We conserve rare and significant architectural structures and adapt them for future-purpose.

Our nimble, multi-disciplinary team of twelve people, consists of heritage consultants, historians, conservation and design architects, specialist technicians and researchers. We are a dynamic mix of wise old heads and young tech savvy graduates, who work in a collaborative environment that fosters caution and care but also innovation and left-of-field and over-the-horizon analysis. We are technically advanced yet richly informed by tradition.

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### The Location

Our practice is located at the top of Fitzroy Street (the Paris end) inside the A grade listed Ritz Mansions in St Kilda. Our practice is surrounded by fantastic restaurants and cafes, multiple gyms, Albert Park and multiple tram lines with St Kilda Junction only minutes away.

### Contact

If this role sounds like you please forward your CV by email in the first instance to Roger Beeston at [roger@rbaarchitects.com.au](mailto:roger@rbaarchitects.com.au).

The position is to be filled by the 3<sup>rd</sup> of August.

If you wish to discuss the position please call Roger Beeston (Director) 0417 140 159.

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