

Architect - senior role administration

Merat Pty Ltd Architects seek the services of a senior registered architect to manage the construction phase of a number of projects ranging in value from \$ 500,000 to \$ 2.5 million.

The role encompasses running and minuting site meetings, contract administration, inspection of works in progress and preparing supplementary details. Demonstrable experience is required.

It is anticipated that the administrative role will last for at least six (6) months.

The person we seek should also be competent in the full range of electronic based programs, most importantly autocad 2D, demonstrate an understanding of construction detailing and be able to take a lead role in the transfer of design proposals to construction ready documentation.

We propose that initially the appointment be on a contract basis however a more permanent arrangement can be negotiated subject to performance and work availability.

The company is based in Moonee Ponds, Victoria.

Interested parties should initially email resumes to the Principal with details provided below:

Barry Merat

info@meratarchitects.com.au

