



Position: Practice Manager
Salary: Negotiable upon experience
Job type: 2-3 days per week
Location: St Kilda

About this role:

Established in 2004, Robson Rak is an architecture and interior design practice working in the high end residential design sector. We seek a dynamic, reliable, highly organised, and confident practice manager to join our team. We are looking for someone to oversee the growth of this successful practice into the 'next chapter' and work closely with two design oriented directors and team.

Key responsibilities:

- Project resource planning and pipeline projections including allocation of hours to staff for completion of project stages
- Review of project fees and adjustment of fee / invoices accordingly. Communication of revised fees with clients
- Project invoicing at relevant stages of project or hourly rate
- Ensuring effective and streamlined systems and procedures are in place and adhered to
- Management of staff hours allocated to stages of project to ensure financial targets are met
- Cash flow projections and budgeting reporting to directors and accountant
- Closely monitoring project commercial outcomes in line with business objectives and delivering individual project management reports to directors on a monthly basis
- Assist with general and various administration duties

Skills and experience:

- Bookkeeping experience preferred but not essential
- Previous practice management experience in an architecture, interior design, or construction practice is preferred.
- Excellent written and verbal communication skills and ability to work unsupervised
- Strategic thinker with a keen eye for detail
- Strong leadership skills and team oriented
- Excellent business acumen
- Strong computer literacy; specifically Xero, Harvest, and Excel.

Please forward your CV to studio@robsonrak.com.au and we'll be in touch with you shortly.

ROBSON RAK ARCHITECTURE & INTERIORS

Robson Rak Pty Ltd
TEL 03 9079 1860

First Floor 90 St Kilda Road
Victoria Australia 3182

ABN 61 101 316 713
robsonrak.com.au