



Morton Dunn Architects
Vacant Position

Job Title: Project Architect

Reporting to: The Directors

Position Detail

We are seeking applications from Architects, experienced in documentation and contract administration interested in joining the team at Morton Dunn Architects at our Ballarat Office – with the opportunity to be involved in a variety of projects.

The successful applicant must be AutoCad proficient with excellent communication and computer skills.

To Apply

Please submit your application and resume by Friday 15 July 2016 to:

The Directors
Morton Dunn Architects
PO Box 772, Ballarat 3350
mail@mortondunn.com.au
Ph. 03 5331 5977



Morton Dunn Architects

Position Description

Job Title: Project Architect

Reporting to: The Directors

Purpose of the Position

To assist the current team at Morton Dunn Architects with documentation and contract administration services across a variety of architectural projects.

Responsibility and Duties

- To undertake design and documentation services (using AutoCad and SketchUp)
To research and problem solve as required
- To monitor and report on the status of work priorities
- To liaise and coordinate secondary consultants
- To prepare tender documentation (including some specification writing)
- To undertake contract administration services during the construction phase
- To liaise and develop client and professional relationships
- Take initiative and self-manage
- Ability to work in a team environment
- To encourage team work across all work priorities
- Others as directed



PROJECT ARCHITECT

Morton Dunn Architects is seeking a Project Architect experienced in documentation and contract administration who may be interested in a 'tree change' – to join our Ballarat office.

Please refer to the Position Description for more information.



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