

**Position: STUDIO ASSISTANT**



**Term:** Full Time

**Salary:** Negotiable, commensurate with experience

### **About the company**

Ewert Leaf is a dynamic, multi-disciplinary design and architecture studio distinguished by an innovative yet commercial approach to design solutions.

Our diverse portfolio of work spans across hospitality, retail, workplace, private and multi-residential, and aged care sectors.

The studio leaders are passionate about mentoring and developing talent to shape the future of the industry in the way we work, learn and live.

Nestled close to Albert Park in South Melbourne, our practice is an engaging, community focused collaborative space.

### **The Opportunity**

We are looking for a full time Studio Assistant who will be an influential contributor to our studio and its culture. This role offers the opportunity to be an integral part of a high performing team, working in close collaboration with support services to ensure the provision of an outstanding staff, visitor and client experience.

### **About the role**

The Studio Assistant will be responsible for a variety of tasks crucial to the daily office operations, including but not limited to:

- Front of House (FOH) duties
- Maintain and enhance studio presentation
- Organise staff and client events and conferences
- Manage meeting room calendars
- Assist in developing studio systems and processes
- Liaise with building management and trades people
- Subtenant management
- Procurement of office supplies
- Assist in managing staff movement
- Assist in onboarding new starters, including workstation set up
- Organise and track CPD events for staff
- Organise mail and courier services
- Perform minor office IT support tasks
- General administration and ad hoc tasks, including office errands

## **Skills and experience**

- Previous experience as an administration assistant or other comparative role is essential
- Fluency in Microsoft Office 365
- Working knowledge of Adobe suite (InDesign and Photoshop) is advantageous, as is the ability to learn new software specific to business requirements
- Excellent organisational skills, including the ability to take initiative, prioritise and multi-task
- Strong oral and written communication skills
- High attention to detail
- Self-motivated with a proactive approach in working collaboratively with the management team to ensure the smooth operation of the business

## **Personal qualities and behavioural traits**

- Presentable, confident and approachable, with front of house experience
- Professional engagement with clients and other external parties.
- Discretion and trustworthiness: you will often be party of confidential information
- Flexibility and adaptability
- Tactfulness and diplomacy

## **How to apply**

- MUST be eligible to live and work in Australia
- Submit a cover letter and CV to [careers@ewertleaf.com.au](mailto:careers@ewertleaf.com.au)
- Only shortlisted candidates will be notified for an interview
- No agency referrals at this time please