

# DesignInc

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**'To make a positive difference in every environment we shape.'**



## Administration Officer (Part-time)

At DesignInc, our purpose is clear; 'to make a positive difference in every environment we shape.' We believe that design is a journey to be shared, and this spirit of collaboration extends throughout our studios, with our dedicated administration teams playing a vital role in fostering a seamless and supportive work environment for our design professionals. Collaboration is truly at the core of everything we do.

DesignInc is an association of independent Architectural practices with studios located around Australia. Our Adelaide studio is currently recruiting for a proactive and well-organised part-time Administration Officer to support our Practice Manager and the creative energy of our Architects and Interior Designers. As a key addition to our existing team of five, you'll utilise your strong administrative skills and 'can-do' attitude in both independent tasks and collaborative projects.

### The Role

In this role you will:

- Provide support to the Practice Manager on Integrated Management System (IMS) and Information Security compliance.
- Assist with back-to-back contractual arrangements and documentation.
- Assist with the contract review process, ensuring accuracy and alignment with organisational standards.
- Conduct internal project audits and support continuous improvement initiatives.
- Contribute to system improvement activities, including documentation updates and process streamlining.
- Monitor and manage the contracts inbox, ensuring timely follow-up and distribution.
- Maintain and administrate the Opportunities for Improvement (OFI) Register.
- Provide support the pre-qualification process for subconsultants.
- Assist in the preparation of documentation for our Carbon Neutral submission.
- Assist with timely management of subscriptions, clearances and other regular business renewals.

### Your Skills + Experience

- Experience in quality/compliance (preferred but not essential)
- Excellent written and verbal communication, with strong interpersonal skills.
- Highly organised with exceptional attention to detail.
- Proficient in Microsoft Office Suite, including PowerPoint, Excel, and Word, as well as document management systems.
- Demonstrates a growth mindset and the ability to manage multiple priorities effectively.
- Maintains a strong commitment to workplace confidentiality and professional integrity.
- A confident and reliable self-starter with a proactive and positive attitude.
- Actively contributes to continuous improvement initiatives and brings a solution-focused approach to problem-solving.

## Our Team

As a multi-disciplinary design studio, dedicated to creating people-centric environments, providing a supportive work environment where team members can reach their full potential is important to us.

Our team members benefit from:

- Flexible work times available approx. 24 hours per week (can work part days or school hours)
- Working in a studio that is an award-winning design
- A culture of collaboration that strives to support each individual
- Access to an Employee Assistance Program (EAP)
- Professional development through a Continuing Professional Development (CPD)
- Mentoring programs to support personal and professional growth
- Regular Social Events; team events and work functions

The role is parttime and based in our CBD office location. Salary package and general terms will be compliant with the FairWork Act and relevant Awards. Terms are also negotiable in accordance with experience and market rates.

## How to apply?

If you're interested in joining our team, please submit your cover letter and CV to [reception@adelaide.designinc.com.au](mailto:reception@adelaide.designinc.com.au)  
Please direct queries to 08 8223 2888.

DesignInc is committed to providing Equal Employment Opportunities and invites applications from people of all genders, and cultural backgrounds.

Aboriginal and Torres Strait Islanders are encouraged to apply for this role. We seek to foster and grow First Nations' input in our industry through employment opportunities.

Applicants must hold Australian citizenship or residency and be prepared to undertake a pre-employment screening.