

At DesignInc, our purpose is clear;

'Together we will make a positive difference in every environment we shape.'



Studio Coordinator

DesignInc is an association of independent, multi-disciplinary design practices with studios in Adelaide, Brisbane, Darwin, Melbourne, Perth, and Sydney. Our purpose is to make a positive difference in every environment we shape. We believe that design is a journey to be shared, so collaboration is at the core of everything we do. The successful candidate for this role will have the opportunity to further progress their career within an inclusive and supportive studio culture.

The Adelaide studio seeks a motivated Studio Coordinator to join our current support team of 5 staff, to provide support to our Executive Leadership and team of Architects and Interior Designers. The role is suited to a motivated, well-presented professional with strong administrative skills, and a proactive 'can-do' attitude, who is comfortable working both independently and within a team environment.

The Role

As Studio Coordinator, you will oversee the efficient day-to-day operations of our studio. Reporting to the Practice Manager, this role integrates closely with our team, requiring ownership and direct support across various studio functions, including (but are not limited to):

- Act as the welcoming front-of-house representative for the studio
- Assist Senior Management with organising working groups and administrative tasks
- Support HR functions, including coordinating recruitment, staff inductions and responding to employment-related inquiries
- Coordinating team social cohesion and wellbeing initiatives
- Managing logistics Continuing Professional Development (CPD) activities
- Arrange and facilitate travel for the studio
- Maintain office facilities and liaise with service providers to ensure a functional studio environment
- Support Finance Officer with MYOB data collation and entry
- Assist with ICT support and coordination
- Provide administrative support to our Practice Manager

The Opportunity

We seek an organised, adaptable individual with attention to detail with excellent communication skills who can liaise with people at all levels. The ideal candidate will demonstrate a growth mindset, adeptness at managing multiple priorities, and a commitment to workplace confidentiality.

A confident self-starter with a positive attitude, with a minimum of 3 years of experience in a similar role. Advanced proficiency in MS Office is advantageous. This role offers potential for expansion in alignment with our studio's evolution and strategic vision.

This full-time position is based in our CBD office with compensation according to experience and in compliance with the Clerks Award and Fair Work Act.

Our Team

As a multi-disciplinary studio focused on designing environments that promote health, happiness, and lasting positive impact, we have created a work environment for team members to reach their full potential.

Our team members benefit from:

- A culture of collaboration that strives to support each individual.
- A 9-day fortnight work arrangement.
- A Continuing Professional Development (CPD) program comprised of internal and external training.
- Regular Social Events; team events and work functions
- Access to an Employee Assistance Program (EAP).

How to apply?

If you are interested in joining our team, please submit your cover letter and CV via the Seek portal.
Please direct queries to 08 8223 2888.

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

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

DesignInc actively encourages applications from Aboriginal and Torres Strait Islanders, reinforcing our commitment to diversity and inclusion in the architectural industry.