

DesignInc

At DesignInc, our purpose is clear;

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



Personal Assistant

We're seeking an experienced, proactive Personal Assistant to join our team and provide vital support to our Directors.

This is a perfect fit for a professional who excels in a fast-paced environment. If you pride yourself on being two steps ahead and are dedicated to ensuring leadership effectiveness through meticulous organisation, we want to meet you.

The Role

This isn't just an administrative role; it's a partnership designed for a sharp, forward-thinking professional who will manage complex operational priorities and streamline workflows, ensuring our leadership team stays focused on the big picture while you master the details. In this role you will:

Diary + Email Management

- Synchronise and maintain overlapping and constantly shifting calendars for multiple Directors, ensuring their time is allocated to the highest strategic priorities.
- Triage email accounts - identifying urgent matters, responding to routine inquiries, and ensuring Directors are briefed on items requiring their immediate attention.
- Protect the Directors' focus time by managing internal and external requests, resolving scheduling conflicts as required.

Travel + Logistics Coordination

- Coordinate with our Studio Coordinator to provide end-to-end travel bookings for the Directors.
- Manage associated expenses and documentation for the Directors off-site engagements.

Meeting Governance + Minutes

- Coordinate and attend key leadership meetings to record outcomes and capture required actions.
- Support the Directors in the execution of their respective action items.
- Follow up on action items within the wider studio team to ensure progress is made between meetings.

Professional Drafting + Research

- Produce high-quality written communications, including formal fee letters, proposals, and correspondence.
- Undertake research projects as assigned, providing concise summaries or data to support business operations.

General Operational Support

- Liaise with the Practice Manager and administration team to support general coordination tasks, ensuring seamless communication between the Directors and the wider studio team.

The Blueprint for Success

We are seeking an organised, adaptable individual with high attention to detail and excellent communication skills. The successful candidate will be able to demonstrate the following core competencies and experience;

- **Proven Experience:** Significant experience as a PA or EA, ideally within professional services, or the design industry.
- **Efficiency:** A natural "optimiser" who can manage a full suite of responsibilities, potentially within a part-time window.
- **Advanced Writing Skills:** Ability to draft formal documentation and proposals with impeccable grammar and tone.
- **Tech Savvy:** Advanced proficiency in MS Office 365 (Outlook, Word, Excel) and an aptitude for learning new software.
- **Proactive Anticipation:** The ability to pre-empt what the Directors may need prior to them asking for it.
- **Discretion:** Handling sensitive commercial and personnel information with the utmost integrity and confidentiality.
- **Professional Communication:** Representing the Directors and the studio with a warm and professional manner.
- **Adaptability:** Maintaining a steady, organised approach when priorities and deadlines shift.
- **Compliance + Quality Focus:** An astute and respectful approach to following internal QA systems and protocols

Our Studio

At DesignInc, our purpose is clear;

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

DesignInc is an association of independent, multi-disciplinary design practices with studios in Adelaide, Brisbane, Darwin, Melbourne and Sydney.

Our Adelaide studio is a vibrant, diverse team of 55+ team members offering Master Planning, Architecture, Interior Design, Landscape, and Design Management services. Our practice thrives on collaboration, delivering purposeful outcomes to the community within the high-tempo construction industry.

As a key support pillar for our leadership team, you will be part of a professional and creative culture that values curiosity, integrity, and persistence whilst maintaining a balanced approach to work.

Employment Basis

We understand that our talented team require a non-traditional schedule. This role can be either a permanent full-time or part-time (0.6 FTE minimum) position and will be based in our CBD office location.

We are committed to a flexible work environment that respects professional expertise and personal balance. As a studio focused on designing environments that promote health, happiness, and lasting positive impact, we have created a work environment for our team that enables them to reach their full potential. Employment benefits include;

- **School-Hour Alignment:** This role can be structured around the school day (e.g., commencing after drop-off and, or concluding in time for pick-up).
- **9-Day Fortnight:** Our studio operates on a 9-day fortnight. Every second Friday is a non-working day for the studio, providing a consistent three-day weekend to recharge.
- **Wellbeing Support:** All team members have free, confidential access to our Employee Assistance Program (EAP).
- **Professional Trust:** We value output over "desk time." You will be treated as a key member of the leadership support team with the autonomy to manage your workflow effectively.

The 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 are interested in joining our team, please submit your cover letter and CV addressing the role requirements 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.

We acknowledge and pay respect to the past and present Traditional Custodians and Elders of this nation and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples. 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.