

Submissions Assistant/Junior Graphic Designer/Architectural Graduate

Fixed term part-time role at a leading architectural firm with a passion for creating healthy buildings.



We are seeking a Submissions Assistant / Junior Graphic Designer /Architectural Graduate with a keen eye for design to assist with our Submissions. The candidate will be passionate about producing high quality submissions and supporting collateral, such as capability statements, presentations, CVs and project sheets. This is a 4-month, part-time position (4 days per week), with a potential of extension.

DesignInc is an award-winning architecture practice, combining a holistic approach to the built environment with expert knowledge in education, health, community, workplace, defence and urban design. We strive to enhance people's lives by designing environments that promote health, happiness, and a lasting positive impact.

About you

You will have strong organisational and interpersonal skills, meticulous attention to detail and strong writing skills.

Working within Communications team, you will also confidently liaise with senior management and stakeholders, showcasing your ability to multitask and prioritise tasks to meet deadlines.

In this role you will be able to demonstrate:

- Relevant tertiary qualification
- 3+ years work experience in similar role.
- A proven record of submission preparation within the built environment industry preferred.
- The highest level of attention to detail and an ability to work under pressure and to demanding deadlines.
- Excellent interpersonal and communication skills.
- High level of proficiency in the Adobe Creative Suite (InDesign, Photoshop, Illustrator, Acrobat) and Microsoft Office Suite.
- Ability to work collaboratively as part of a team and autonomously.

Benefits we offer

- A culture of collaboration that strives to support each individual.
- Professional development through a Continuing Professional Development (CPD) program, including internal and external training.
- Mentoring programs to support personal and professional growth.
- Access to an Employee Assistance Program and flexible working arrangements.
- Regular social events, team gatherings and work functions.

How to apply

DesignInc is committed to providing Equal Employment Opportunities and invites applications from people of all genders, and cultural backgrounds. We seek to foster and grow First Nations' input in our industry through employment opportunities. Aboriginal and Torres Strait Islanders are encouraged to apply for this role.

Please send your CV, portfolio and a cover letter detailing your relevant experience to **Tatiana Doroshenko** at **careers@melb.designinc.com.au**.

Applications close **Friday, 24 April 2026**, however, we will be reviewing applications as they come in and may contact suitable candidates for interviews before the closing date.

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.