

DesignInc



Part time role at leading architectural firm in Melbourne with a wonderful team environment.

Submissions and Communications Coordinator

We are seeking an experienced Submissions and Communications Coordinator to work alongside our Communications Manager and Junior Graphic Designer. To be successful in this role, you will have experience in submission coordination and have strong writing skills, with the ability to design to the highest of standards.

DesignInc is a medium-sized architectural firm in the heart of Melbourne CBD. We have a strong history of quality projects in a wide range of typologies. We firmly believe in creating healthy environments not only for the people who inhabit our buildings, we also pursue a healthy environment for ourselves. We have developed a very flexible work environment and invest in team building and ongoing learning.

To be successful for this position you will have:

- 5+ years work experience in similar role
- A proven record of submission coordination, report writing and desktop publishing
- Strong writing skills for submissions and other marketing collateral (capability statements, CV bios, project sheets, etc)
- Relevant tertiary qualifications in the field of public relations, graphic design, marketing or communication
- Strong computer skills in the use of required software Adobe Creative suite (primarily InDesign) and Microsoft Office suite.

Please send CV and cover letter to **Emma Osorio** at **careers@melb.designinc.com.au**.

Applications close **Friday 21 January 2022**.

Only those permitted to work permanently with no restriction on hours need apply.

DesignInc is an award-winning architecture practice combing a holistic approach to the built environment with expert knowledge in education, health, community, workplace, residential and urban design.

We aim to make a positive difference to the health and happiness of people's lives through the quality of every environment we create.