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## Job Description

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## Junior Administration Assistant

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*12 month contract - with potential for fulltime role ongoing.*

We are seeking a Junior Administration Assistant to join our studio in Fitzroy.

This opportunity allows someone with an interest in design to provide administrative, marketing and client support to our design studio. If you like working in creative spaces, are highly organised and have a natural affinity for people, then this role is for you.

This role is beginning as a 12 month contract, with the potential to transition into a full time role if ongoing support is required for the team.

### About Us

Gabriel Saunders has established itself as an industry leading visualisation studio specialising in architectural visualisation and interior styling. Our tailored approach, unique methodology and cross-disciplinary team create a unique offering for our clients. This methodology in turn provides our studio the creative freedom to challenge our clients expectations and produce stunning and successful outcomes for their projects.

We work with the world's leading architects, interior designers, branding agencies, photographers and developers to conceptualise beautiful designs.

We believe in dynamic careers and nurturing people's strengths and interests through work-life balance, varied opportunities and experiences.

### The Position

The primary objective of the role is to provide effective administrative and project management support to the GS Admin Team. A flexible nature, ability to prioritise and a willing approach will be necessary for such a dynamic role.

There are four primary accountabilities for this role:

#### 1. Accounts Manager Assistant - Accounts Administration

All core administrative functions of account management including accurate, timely and professional communication with clients, record management, calendar management, quote generation, completion of meeting notes and project asset management. In addition, receiving and logging physical material samples and arranging their return.

#### 2. Production Assistant - Project Management Support

Provide timely and efficient administrative support to the Production Manager. Organise project details and provide accurate management of project and scheduling softwares. Provide relevant information to team members in line with predetermined workflows, project requirements and manage expectations. Communicate with contractors to book their services as required. Sit in on internal meetings and take notes as required to support to broader team.

#### Gabriel Saunders P/L

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### 3. Marketing Support

Provide assistance to the marketing team to monitor and respond to social media engagement, create draft content for social media accounts and generate ideas for future content, with your up to date knowledge of social media platforms and etiquette.

### 4. Studio Administration & Record Keeping

Assisting with everyday studio management tasks such as; answering phones, preparing meeting rooms, general studio maintenance. Providing accurate record keeping; update data across a range of tools, to ensure project beginning and completion information is correct and current. Ensure monthly data is finalised in a timely manner to support the administration team to make decisions based on factual data.

### The skills and experience the ideal candidate will bring to the role:

- As this is a client support role, a background in customer service/client support is ideal
- A strong interest, or previous exposure to the world of design. Any candidates with a degree in architecture or interior design will be particularly considered.
- Numerical mindset to assist with quote generation
- High attention to detail
- Highly organised and efficient
- Excellent verbal and written English communication skills
- Excellent data entry skills
- Able to juggle multiple projects and competing priorities
- Extremely professional in all situations
- Pre-emptive in determining client needs
- Practical and helpful nature
- Exposure to managing social media channels is highly regarded
- This role requires strong computer skills. Either a willingness to learn or previous exposure to project management software or accounting software, as well as the Adobe Suite would be of additional benefit.

### Gabriel Saunders offers:

- Work with leading local and global design teams on exciting projects
- Encouraging, creative, open, diverse and motivated studio environment and culture
- Commitment to work-life harmony including flexible working arrangements
- Perks such as paid birthday leave, 2 weeks paid parental leave and beautiful studio in the heart of Fitzroy, Melbourne
- Globally recognised studio

### To apply for this role:

Email your cover letter and resume to: [jobs@gabrielsaunders.com.au](mailto:jobs@gabrielsaunders.com.au)  
Please title the email "Junior Administration Assistant"

Please answer the below questions in your application:

1. Outline your exposure/interest in design.
2. In three words, how would your co-workers describe you?
3. Our values are Integrity, Quality, Collaboration and Knowledge - briefly describe how these resonate with you.

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