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**Architecture**  
**Interior Design**  
**Urban Design**  
**Strategy**

**Bates Smart position description:**

**Architectural Graduate**

**Overview**

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Bates Smart seeks a talented Architectural Graduate with a minimum of 2 years post Graduate experience to join our award winning architectural and interiors team. This is a position suitable for an ambitious graduate with a passion for design.

The successful candidate will join a passionate creative team working on a broad range of interesting projects including commercial, health. Residential and hospitality projects.

The position requires an individual with design flare, exceptional Revit skills, 3D and parametric modelling, an eagerness to learn, and a team player.

We are always looking for strong design talent and encourage direct applications at any time. You must have working rights in Australia to be considered for this role.

**Job Details**

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Position: Architectural Graduate  
Location: Melbourne  
Team: Architecture  
Reports to: Project Leader

**Responsibilities**

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- Strong Revit use
- Prepare feasibility studies
- Source suppliers and compile product data
- Prepare town planning applications
- Prepare area schedules
- Produce presentation documents
- Amend and document drawings as directed
- Liaise with council, authorities, consultants etc.
- Attend site meetings
- Attend in house project meetings and take minutes
- Assist with general project administration duties as required

**Qualifications, Skills and Experience required**

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- Bachelor and Masters qualification in Architecture
- High technical proficiency in Revit
- Competency in Microsoft Outlook, Word, Excel and PowerPoint
- Design awareness and sensibility
- Strong communication skills (verbal and written)
- Ability to work under guidance and direction
- Ability to work in a team
- Well-developed time management skills

**Essential cultural-fit qualities**

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- Organised
- Flexible
- Trustworthy
- Resourceful
- Motivated
- Client-focused