

## Project Administrator

**Discipline:** Operations & Administration  
**Availability:** Start immediately  
**Position:** Full Time Employee  
**Location:** Sydney

### The Position

We're looking for an experienced and self-motivated Project Administrator to support our projects across Australia and the smooth management of our Sydney studio. This is an excellent opportunity to lead and nurture a growing team of creatives while helping to deliver high profile projects internationally.

A proven ability to work collaboratively within a busy team is essential. Experience working for creative agencies specialising in architecture, engineering, wayfinding, graphic design or product design is advantageous.

### Responsibilities

#### Project Administration

- Develop and maintain project programs.
- Manage project resources within the team.
- Work with the Project Leads to manage project scope and ensure all deliverables are met on time and within budget.
- Lead Project Progress meetings with the internal team, and liaise with and provide regular updates to clients.
- Monitor project performance, including Budget vs. Actual reporting.
- Build and maintain strong relationships with our clients, stakeholders and design partners.
- Identify and mitigate project risks and ensure projects are delivered in accordance with company quality procedures.
- Prepare and manage projected invoicing forecasts and raise monthly invoicing in Xero, in collaboration with Project Leads and the bookkeeper.
- Assist in the setting up of new bids, projects and EOIs within CMAP, and monitoring tender portals for future opportunities.
- Assist with preparing fee proposals, Practice Profiles and Company Brochures (as required).
- Reporting project progress and analysis to the Associate Directors in Sydney, and Operations Manager in London.

#### Studio Administration

- Lead the administration and organisation of the Sydney Studio, collaborating with and supporting the Studio Administrator in Melbourne.
- Ensure stationery and office supplies are maintained.

- Manage visitors, team lunches and functions.
- Manage IT support, hardware and licenses.
- Manage travel bookings and itineraries for Sydney team.
- Support the bookkeeper with staff expenses, receipts, and business banking cards.
- Liaise with Admin teams in NZ and UK to ensure that Maynard policies and procedures are consistently communicated and applied across all studios.

### Skills & Experience

- Minimum 3-5 years' experience in a similar role, preferably in a design-related practice
- Collaborative and responds well under pressure, whilst also being able to work autonomously
- Experience with Microsoft Projects will be considered highly.
- Experience with Adobe InDesign preferable, but training will be provided.
- Experience with financial or project management software, such as Xero, CMap or other CRM system
- Excellent written, spoken and interpersonal skills
- Fluent in English, verbal and written

### About Maynard

Maynard is a multi-disciplinary design practice with offices in Sydney, Melbourne, Tāmaki Makaurau Auckland, and London. Together our team provides a unique combination of design expertise spanning the disciplines of wayfinding, graphic and information design, and product design. We are focused on designing for people, the places they inhabit and the products and interactions that will improve their daily lives. We call it social design, and we work in many sectors from large transport and urban realm schemes through to more bespoke cultural projects and placemaking.

We enjoy working with other disciplines and have long term relationships with high-profile architects and engineers, as well as specialist manufacturers. Communication and teamwork is key to making things happen, and that is at the core of how we work.

### To Apply

Please share your CV to [jobs@maynard-design.com](mailto:jobs@maynard-design.com) with a short blurb about why we'd be a great fit!