



DESIGN ASSISTANT

Roberts Day is looking for a passionate, motivated, team player to fill the position of Design Assistant in our Melbourne office.

Roberts Day offers a positive team environment, rich learning opportunities, a dedicated professional development programme, competitive reward and remuneration packages and the opportunity for travel and research.

THE POSITION:

Your primary focus is to **SERVICE** our clients by delivering our projects in a manner that will achieve the best possible outcomes, through:

LEADERSHIP	Display initiative and enthusiasm
CULTURE	Operate in a manner that is aligned to the Roberts Day Vision and Values
EXCELLENCE	Apply leading graphic and drafting techniques to ensure highest quality presentation of our documents
EXCEPTIONAL	Provide high quality client responsive service and efficient project delivery
CONTROL	Work within adopted Project Plans to deliver timely approvals to meet client expectations
PROCESS/STRUCTURE TRACKING	Operate within established RD systems to ensure maximum efficiency and consistency across Roberts Day
INNOVATION	Pursue knowledge of emerging trends and techniques and strive to incorporate innovative graphic design and drafting applications in our projects (3D modeling skills highly desirable)

TO APPLY

If you share our vision and values and meet the requirements of the position, please apply by emailing or posting your application, including CV and a portfolio of your work (please be advised your portfolio of work is an essential requirement) to:

Karina Sunk, Principal
Roberts Day Melbourne
Suite 2
33 Chessell Street
SOUTH MELBOURNE VIC 3205

Email: karina@robertsday.com.au

Enquiries about the position should also be directed to David Leone on Ph: 03 9645 0788.