



BLOOMFIELD ELLIOTT ARCHITECTS

DRAFTSPERSON

FULL TIME POSITION STARTING JAN 2022
DUBBO, NSW BASED ROLE

ABOUT US

Bloomfield Elliott Architects are an Architectural Firm based in Dubbo, New South Wales. BEA has an impressive portfolio working on an immense variety of projects across residential, commercial, industrial and educational settings. The firms continued growth and success has led to the need to bring on a full-time experienced draftsman to join our team.

THE ROLE

The role requires a doer, someone with exceptional organisational skills, a person who shows initiative and completes tasks with confidence and diligence. Responsibilities include:

- Completing drafting tasks in line with industry and company standards
- Ability to manage the NSW approval processes
- Liaising with professional and governing bodies including Council, engineers, consultants and building contractors
- Prepare, collate and distribute/ lodge documents and reports

ABOUT YOU

The ideal candidate will be a self-motivated individual, who is able to take instruction then complete and prioritise tasks with minimal assistance from senior colleagues; you will be self-directed and able to identify tasks which can be completed now to make processes more efficient to complete future projects and develop in-house policies. You will be a lover of structure and processes, have a keen eye for the finer details and the type of person who fits seamlessly within our team. A good sense of humour is also a must.

You will also be tech savvy with huge amounts of experience with AutoCAD; in fact, you will be somewhat of an expert, experience with Google Sketch Up would also be an advantage. Your high-level drafting skills will be evident in your experience in a similar role; ideally you would have worked for 5 years in a similar role. If you are currently working toward or have completed your architecture degree, we would also love to hear from you as this experience would be beneficial to our firm and we are willing to negotiate for the right applicant. You will have exceptional communication skills with the ability to develop great working relationships with clients as well as internal and external stakeholders.



B L O O M F I E L D
E L L I O T T
A R C H I T E C T S

DRAFTSPERSON

FULL TIME POSITION STARTING JAN 2022
DUBBO, NSW BASED ROLE

This position is full time, based in Dubbo, New South Wales. BEA is willing to negotiate relocation expenses and do whatever we can to help relocate you including putting you in touch with a Real Estate agent, help with schools, whatever you need to make the move to Regional NSW a success. Of course, locals should apply also as we believe there is nothing quite like home grown talent.

To apply please email a Current Resume & Cover Letter detailing how you best fit this role & why you would love to become part of the Bloomfield Elliott Architects Team!

Please direct all enquiries in relation to this role to Nicole Furness at Be Human HR via email nicole@behumanhr.com.au all applications should also be emailed to this email address.