

TECHNICAL ADMINISTRATION ASSISTANT - ACCESS

Location	Melbourne Office
Employment Type	Part Time – 30.4 hours per week (can be over 4 or 5 days)
Start Date	ASAP
Requirements	Must be an Australian Citizen, Permanent Resident or hold full working rights in Australia.

ABOUT PHILIP CHUN

Philip Chun is a leading building compliance consultancy, providing expert advice across building code, accessibility, and essential services. With a national presence, our Access team supports a diverse range of projects, helping deliver inclusive and compliant built environments.

YOUR NEW OPPORTUNITY

We are seeking a proactive and detail-oriented Technical Administration Assistant to join our Access team.

Based in our Melbourne office, this role is offered on a part-time basis (30.4 hours per week), with flexibility to work across either four or five days.

Working closely with the Accessibility Director and broader national team, this role will support project delivery through fee proposals, tender submissions, project administration, and client coordination.

This opportunity is suited to a highly organised and self-motivated individual who thrives in a fast-paced environment and takes pride in accuracy and quality.

WHAT YOU'LL BRING

- Previous experience in a technical administration or support role (essential)
- Experience within construction, architecture, building compliance, or a related industry (highly regarded)
- Understanding of invoicing, accounts administration, and purchase order processes
- Excellent communication and client service skills
- High attention to detail and strong organisational ability
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment
- Proficiency in Microsoft Office and ability to learn new systems quickly
- Experience with Deltek Vision, Bluebeam or similar systems (advantageous)
- Collaborative approach with a willingness to support a national team

WHAT YOU'LL BE DOING

Technical & Project Administration

- Review fee requests and Requests for Tender (RFTs), and assist with preparing and issuing fee proposals
- Compile company information, capability statements, and project experience for tender submissions
- Set up and maintain accurate project records, including new projects, renewals and variations
- Manage project files including fee proposals, invoicing, client details, contract documentation and document control
- Review consultancy agreements and contracts to ensure alignment with approved fee proposals
- Maintain accurate project data to support reporting and compliance requirements



Client Liaison & Support

- Act as a key point of contact for client enquiries via phone and email
- Liaise with clients to gather required information for proposals and project delivery
- Ensure enquiries are directed to the appropriate technical staff and followed through

General Administration

- Monitor and manage group inboxes and incoming requests
- Assist with calls, email management, filing and deliveries
- Maintain internal databases, document management systems and client portals
- Support broader office and team administration as required
- Liaise with Access Consultants and administration staff nationally to provide ongoing support

WHAT WE OFFER

- Competitive salary based on experience
- Additional 3 days leave between Christmas and New Year
- Study support and paid study leave
- Supportive, collaborative team environment with exposure to a wide range of projects

APPLICATION

Please submit a cover letter outlining your experience and CV to emily.raper@philipchun.com