

Studio Manager - Sydney

3XN-GXN is seeking a Studio Manager for their Sydney office. This key position will be to look after our studio operations and work in collaboration with the AU Partners, the APAC Head of BD, our Copenhagen-based operations team, and appointed AU external consultants for HR / accounts.

About the Role

The Sydney Studio Manager role requires a self-motivated, approachable, and organised individual that has good business acumen and people skills.

The outline position description will be to work with the 3XN AU Partners on the following endeavours:

- Oversee day-to-day studio operations ensuring efficient processes and systems,
- Participate in the management, general administration, governance, and finance processes of the studio,
- Manage on-going studio purchases & disbursements, including supplies/maintenance/security/IT/insurances,
- Manage HR functions including recruitment and onboarding etc, including liaison with IT (AU and CPH),
- Liaise with external HR consultant and CPH team on updates to Studio Manual and policies,
- Coordinate employee appraisals, development programs, leave requests and resource planning,
- Work with CPH in-house finance team and SYD external accountant on invoicing / payroll process,
- Oversee studio events and well-being initiatives, including social committee and team-building events.

Experience & Requirements

- Minimum 5 years' experience in similar role within the architecture or related design industries,
- Awareness of HR procedures and Studio management requirements,
- Excellent organisational, coordination and communication skills,
- Strong financial acumen and quality assurance experience,
- Ability to deal with reporting deadlines, including across time zones,
- Highly organised with excellent attention to detail,
- Candidates must feel comfortable being agile in tasks in a dynamic environment,
- Confirmed visa/residency status for working in Australia.

The usual Sydney Office Hours are 38hrs per week, Monday – Thursday 9.00am – 6.00pm, and Friday 9.00am – 3.30pm.

Adjustment to these full-time hours, including a potential part-time role, may be possible if the candidate has the experience to still manage the required tasks effectively.

Occasional online meetings with our team in the Copenhagen office will be required.

Salary will be based on candidate's experience and the agreed working hours.

About 3XN-GXN

3XN-GXN is an award-winning Danish architectural practice with a distinguished portfolio of innovative and sustainable buildings worldwide.

Our philosophy is based on the belief that architecture shapes behaviour, and we strive to create intelligent solutions to the architectural challenges of today and tomorrow.

Our APAC Region studio, based in Sydney, currently with a team of 30+ and growing, and we are looking for a talented individual with a focus on studio management and operations, and who shares our passion for what makes a positive difference to people's lives and their workplace.

How to Apply

Please submit your application including CV, cover letter, and relevant practice experience.

3XN-GXN is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

If any candidates submit via our online portal, yet we also receive their information through a recruiter, we will consider this as a direct candidate application to 3XN and no fee will be payable to external agencies.