

Technical Administration Support – Philip Chun Building Code | Brisbane

Join a leading national consultancy | Collaborative and professional team | Friendly, social culture with national events and team initiatives | Diverse and inclusive workplace

The Opportunity

We are seeking an experienced and energetic Technical Administration Support professional to join our Brisbane Building Code team.

Working alongside our accounts manager and technical consultants, you'll play a key role in supporting a wide range of projects while contributing to the development of new systems and processes.

This position is ideal for someone who is highly organised, proactive and detail-oriented, with strong communication skills and the ability to manage multiple priorities in a fast-paced environment. This is a full-time position based in our Brisbane office, however a permanent part-time role may be considered for the right applicant.

About Philip Chun

Established in 1990, Philip Chun provides building code, accessibility and essential services consulting to the construction and development industry.

Our team includes Accredited Building Surveyors/Certifiers, Access Consultants, Airport Building Controllers and Essential Services Specialists, supported by experienced administrative and professional staff.

With offices in Sydney, Melbourne, Brisbane, Perth and Canberra, we're one of Australia's largest multi-disciplinary consulting firms. Our projects span commercial, residential, health, education, industrial, government, retail, transport and public infrastructure sectors.

Philip Chun is an equal opportunity employer and committed to providing an opportunity to succeed to all.

Key Responsibilities

- Receive, organise and assist in preparation of fee proposals for private and government clients, creating files and preparing initial documents with input from technical staff.
- Compile company information and project experience for fee proposals and returnable schedules.
- Coordinate lodgement of applications and certificates through relevant Queensland portals, including local governments and Qld Fire Department.
- Assist with preparation of certification documentation and maintain project data in Building Certification Systems (BCS) and in-house project databases.
- Manage project files, ensuring accuracy of client and project details, and process invoices as required.
- Assist in preliminary review of certification forms submitted (including review of licensing and administrative completion), in support of our technical teams
- Ensure client information is accurate and regularly maintained on a project basis and in the client database.
- Liaise with clients to obtain information and documentation to ensure correct setup of fee proposals and projects.
- General office administration, including answering calls, email coordination, purchase of office supplies and perishables, organising events etc.
- Assist in finding, pricing and booking travel for the technical team as needed.
- Assist in download and organisation of plans and documents to support the technical team.
- Compile and prepare regular monthly documents for select projects to accompany billing.

Qualifications & Competencies

 **BUILDING CODE**  **ACCESS CONSULTING**  **ESSENTIAL SERVICES**



- Previous experience in a technical administrative or construction-related support role is highly desirable.
- Familiarity with Queensland certification processes and council/private certifier systems is advantageous.
- Experience with BCS (Building Certification Systems) is desirable.
- Strong communication and client service skills.
- Excellent organisation and time management, with the ability to work autonomously.
- Proficiency in Microsoft Office Suite and ability to adapt to new systems quickly.
- Must be an Australian Citizen (ability to achieve federal security clearance will be required).

What We Offer

- Competitive salary package commensurate with experience.
- Extra 3 days' paid leave between Christmas and New Year.
- Paid study leave and ongoing professional development.
- Supportive, team-focused environment with opportunities to grow and contribute.

How to Apply

Please submit a brief cover letter and CV to emily.raper@philipchun.com.