



Artefacto

architecture + construction

Architectural Project Coordinator (Revit)

Project Lead — Concept to Completion · Perth Hills · Full-time or Part-time

This role exists to produce.

If you can take a residential project from concept to completion — owning the documentation, consultants, approvals, and delivery — independently — read on.

About Artefacto

Artefacto is a boutique architecture and construction studio in the Perth Hills. We design and build bespoke residential homes for clients who commission quality and expect it held at every stage. We are a small team who care deeply about the work — and enjoy it.

The Role

Working closely with the Director, you will take full ownership of projects from first brief to construction completion. Three areas define this role:

- Project ownership — You will be the person responsible for the project delivery, from concept through construction completion, liaising with clients, consultants, trades, contractors, certifiers, and authorities.
- Revit documentation — Complete design and technical documentation sets, selections and construction schedules, 3D model governance, and upholding Artefacto's drafting protocol and templates.
- Acumen in construction detailing — translating architectural intent into resolved technical details; understanding building assemblies, structural systems, and construction sequencing so that architectural documentation is fully coordinated with structural engineering outputs and what is drawn can be built with confidence.

What We Require

- **Proven expertise in Revit — non-negotiable.**
- 3+ years in architectural documentation or technical project delivery
- DA and building permit experience — WA council submissions preferred
- Strong knowledge of Australian building assemblies and construction methods
- Strong attention to details
- Proven coordination with structural engineers, other consultants and suppliers.
- Ability to manage multiple projects simultaneously without close supervision
- Clear communicator — written, verbal, and hand drawn skills
- Proactive, self-directed mindset
- **Highly regarded:** Interior Design flair · construction contract experience · On-site background · Adobe Creative Suite · Enscape or Lumion or renders images production · Bluebeam · Local WA residential projects

Whether your background is as Project Architect, Architectural Technician, Building Designer, Revit Technician, Architectural Draftsperson or a Design Coordinator with strong design and technical documentation skills, we'd love to hear from you.

What This Is Not

This is not a large practice with a defined lane. You will contribute across design, technical delivery, consultant coordination, and project management. If you need close supervision to produce, this is not the right fit.

Remuneration

A competitive salary package will be offered and negotiated based on your skills, experience and the value you bring to the role.

To Apply

Forward your design, documentation and completed project portfolio, CV, and a short introduction. Tell us about your Revit experience and your project management approach — and tell us something about how you communicate, how you handle pressure, and what kind of team member you are.

Applications to: **hr@artefacto.au**