

KIM NORENBERGS

STUDIO MANAGER

Qualifications:

Cert Social Media Marketing Essentials
Adv Dip International Hotel & Resort Management

Affiliations:

CBR Region Beekeepers Association
Property Council of Australia
Planning Institute of Australia

Contact:

kim@spacelab.net.au | 02 6262 6363 | 0447 119 902

Kim provides invaluable support as Studio Manager at **SPACELAB**, taking care of day-to-day operations and the overall account and administration management of projects so that the team can do what they do best – **Design and Plan!**

As the manager of project administration, Kim is responsible for drawing up and executing fee proposals, tracking contract updates, extensions and variations, managing subconsultants' documentation including insurances, and client record and relationship management.

Kim also manages all facets of an all-encompassing project and financial management software program. Kim maintains efficient and systematic control of project and records documentation. Kim ensures timesheet recordings are detailed and accurate and manages project budgets to ensure client expectations are met by delivering milestones in a timely and cost effective manner. Kim manages, coordinates and attends all relevant project meetings, and prepares and distributes the relevant documentation such as agendas, minutes and project reports.

Kim manages the **SPACELAB** website and social media platforms, LinkedIn and Instagram, in order to increase website traffic, highlight our key projects, promote our quality design and planning team and share our expertise through media articles.

When not at work, Kim enjoys cooking, jigsaw puzzles spending time with family, op shopping or just curling up to read a good book or watch the latest thriller.

