



Lynley McManus Administration Assistant

My name is Lynley McManus and I'm the Administration Assistant (otherwise known as "Director of First Impressions") at Lateral Building Design. Therefore I am often your first point of contact at LBD.

I've been at LBD for over 9 years and I'm very familiar with clients, projects and processes, and am often able to help you on the spot. If by chance I'm unable to do so my role is to match your enquiry with the best person for your needs. I'm a great support to our team for our processes to run smoothly, to give you the best experience possible.

Ever since I can remember I've had a passion for processes. Even as a teenager I would go in to work with my mum to help out in her office. So when it comes to working with you on your project you can be assured I'm always looking for the most efficient and effective way to get things done.

I'm a results driven person so I love being part of our clients' journey from the start of the project to the end of the project, and even onto the next project. I enjoy the relationships I have with our clients and am only a phone call away whenever you need me.

When I'm not answering the phone and looking after the administration side of things at LBD, I'm spending time with my family, reading, going to the theatre and live shows or travelling (I love a good holiday). So even though I'm passionate about processes I also enjoy the personal side of things including a chat and a laugh.



p 9729 4973 **e** info@lateralbuildingdesign.com.au
w lateralbuildingdesign.com.au
a 95 Canterbury Rd, Heathmont Vic 3135
PO Box 651, Heathmont Vic 3135

personal. creative. experienced.