

Job description:

Project Assistant and Document Controller

Reports to: HR Manager

Based at: Levitt Bernstein, Thane Studios, 2-4 Thane Villas, London, N7 7PA

Purpose: A key role supporting the work of our project teams, maintaining awareness of the work of the project teams, communicating well between members and working with them to ensure the smoothing running of projects, whilst also maintaining Practice protocols.

Key responsibilities

Project Work

- Creating documents and reports in InDesign or Affinity Publisher, using templates, including gathering information, layout and continuity of style within reports
- Manage and coordinate information issue protocols
 - Verifying, exporting and uploading information
- Coordination of project information via extranets and Common Data Environments (CDE)
- Receiving and logging incoming information
- Maintaining up to date project data records and protocols
- Organise project meetings, booking rooms and arranging travel where required
- General typing and minute taking
- Ensure proper storage and retrieval of filing
- Research as required by the project team (eg. listing entries, building control record drawings, technical information)
- Updating project and contact databases
- Colouring and labelling of sketches and drawings using Photoshop or Affinity Photo
- Arranging 2i design reviews
- Purchase and download digital map data from ProMap as required.

Other

- Coordinate project team meetings and events
- Inductions for new staff
- Preparation of bids and tender submissions
- Ad hoc duties, including cover of reception, as required.

Skills

- Advanced InDesign and Photoshop skills and demonstrable high level of graphic expertise
- Knowledge of Affinity Publisher and Affinity Photo useful
- Knowledge of Newforma useful
- Knowledge of Revit (printing, PDFing and drawing block editing) useful
- Knowledge of extranets and CDEs useful
- Excellent presentation skills, design eye and attention to detail
- Good knowledge of Microsoft Office
- Confident telephone manner and excellent spoken and written English with good spelling and grammar

- Calm and professional manner in all communication both internal and external
- Ability to work well as part of a team and to meet demanding deadlines.