

Job description:

PA and Project Assistant

Reports to: Directors being supported

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

Purpose: A key role supporting two Studio Directors with meeting, diary and email management and some limited Board support duties. Also assisting the work of project teams and studios in producing reports and graphic material to support the smooth running of projects, whilst maintaining Practice protocols.

Key responsibilities

PA support to Directors

- Diary and email management for two Studio Directors
- Travel arrangements and secretarial support to Directors
- Organise internal and external meetings.

Support to Directors and Senior Management teams

- Organise and minute weekly Director meetings and quarterly Executive Board meetings
- Organise and minute Senior Management and Associate meetings.

Project work

- Creating documents and reports in InDesign, using templates, including gathering information, layout and continuity of style within reports
- Managing and coordinating drawing issue protocols
- Receiving and logging incoming drawings and consultants' reports
- Updating drawing records
- Maintaining up to date project data and records
- Organising project meetings, booking rooms and arranging travel where required
- General typing and minute taking
- Ensuring proper storage and retrieval of filing
- Research as required by the project team (eg. listing entries, building control record drawings, technical information)
- Colouring and labelling of sketches and drawings using Photoshop.

Other

- Coordinating studio meetings and events
- Covering reception as required
- Support to the bids team
- Ad hoc duties as required.

Skills and personal attributes

- Calm and professional manner in all communication both internal and external
- Confident telephone manner and excellent spoken and written English with good spelling and grammar

- Ability to work discretely and confidentially.
- Ability to work well as part of a team and to meet demanding deadlines
- Advanced InDesign and Photoshop skills and demonstrable high level of graphic expertise
- Excellent presentation skills and design eye
- Good knowledge of Microsoft Office
- An eye for detail and accuracy