

Job description:

Project Assistant and PA

Reports to: Practice Administrator

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

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

Key responsibilities

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.

PA support to Directors

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

Other

- Coordinating studio meetings, events and managing the studio environment
- Covering reception as required
- Ad hoc duties as required.

Skills

- Advanced InDesign and Photoshop skills and demonstrable high level of graphic expertise
- 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.