

Job description:

Executive Assistant

Reports to: HR Manager

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

Purpose: A key role supporting one Director and the senior management team with meeting and diary management, as well as support to the LBAL Board, our Employee Ownership Trust Board and Employee Council. 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 Director

- Diary management for Studio Director
- Travel arrangements and secretarial support
- Organise internal and external meetings.

Support to Directors, Senior Management team and EOT Board

- Organise and minute weekly Director meetings, quarterly Executive Board meetings and EOT meetings
- Organise and minute Senior Management and Associate meetings
- Assist the HR Manager with HR administration and maintenance of records.

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
- Coordinate 2i design reviews.

Other

- Assist in coordinating Practice wide meetings and events
- Support to the comms, bids and other support teams, as required
- Ad hoc duties as required.

Skills and personal attributes

- Calm and professional manner in all communication both internal and external
- Confident manner and excellent spoken and written English with good spelling and grammar
- Experience and ability to write clear and concise minutes of meetings
- Excellent time organisation and prioritisation of tasks
- 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
- Excellent presentation skills
- Good knowledge of Microsoft Office
- An eye for detail and accuracy

Remote working policy

- All new staff are required to work a minimum of their first three months entirely based at the studio to ensure a full onboarding experience.
- After this time, all full time staff are to work in the studio for a minimum of three days a week.
- Wednesday is our Practice day, when all staff are expected to work in the studio. On this day, the Practice hopes to encourage participation in design reviews, presentations, in-house CPD, wellbeing activities such as sports, charitable lunches and so on.
- Support staff (Project and Executive Assistants, bids, finance, communications and IT) are to ensure that there is always an office presence within their team and any remote working arrangements ensure that requirement is met.