

Reporting to: Practice Director / Managing Directors
Purpose of Job: Delivery of the administrative functions in the business
Qualifications: Minimum 2 years' experience and/or educated to degree level

LTS Architects are an award-winning studio of designers based in a quiet mews off Bermondsey Street. The practice has extensive experience working on a diverse body of projects, currently including the Science Gallery, a cultural space in the heart of Guy's Hospital campus, as well as a range of exciting high-end residential and larger mixed-use developments.

We are currently seeking a talented Studio Manager / PA to join our team. The main duties of the Studio Assistant /PA role are set out below. This is not intended to be all inclusive, and other duties within the studio may be required. It is important that the job holder recognises this and adopts a flexible approach to the role. Although this is a full-time position, we welcome applications from those who wish to be considered for part-time or flexible working patterns.

Salary:

+ Dependent on skill set and experience

PA Responsibilities to Directors

- + Effective management of the directors' diaries, liaising internally and with clients to arrange meetings and ensuring all required briefing materials are provided
- + Planning ahead to ensure any potential diary clashes are identified in advance and managed accordingly
- + Booking any required travel, accommodation or couriers for the director and wider team as required
- + Updating weekly time sheets
- + Producing presentation portfolios

Studio Responsibilities

- + Meet and greet visitors
- + Answer incoming calls, taking messages and transferring calls

- + Management of meeting rooms using Outlook, ensuring IT equipment required is set up and ready for use, providing refreshments as necessary
- + Ordering weekly groceries and refreshments
- + Providing administrative support to the studio
- + Assistance with financial processing on V1
- + Taking deliveries, collecting post on a daily basis and distribution of post as required
- + Manage studio supplies including printer equipment, office stationery and workshop materials
- + Ensuring the optimum day to day functioning and presentation of the studio
- + Book couriers, taxis and reservations as necessary
- + Manage image and content library on Open Asset
- + Manage and amend content on the website, company brochure
- + Support the team to develop bids, presentations and award submissions
- + Support the team to develop marketing material including press releases

Person skills:

- + Exceptional communication skills and telephone manner
- + Proven self-starter – able to work independently with a proactive attitude
- + Highly organised and able to multitask
- + Ability to plan ahead and ensure preparation in advance for each day

Technical skills

- + Excellent command of the written and verbal English language
- + Good knowledge of Microsoft Office – Word/Excel/Outlook
- + Knowledge of InDesign is desirable
- + Experience or interest in working in a creative environment

To apply for this role, please submit a CV to Judy Govindsamy at cv@lts-architects.co.uk and state 'Studio Administrator Application' along with your name in the subject heading. The file size should not exceed 10MB.