

personal assistant to principal director

Job Title: PA to Principal Director

Department: Architecture

Location: London, UK

Overview:

TP Bennett LLP is a leading architectural, interiors and town planning practice. In this role, the candidate will provide full P.A. support to one of the Principal Directors in the architecture department. This Principal Director manages a team of approximately 30 people, therefore some aspects of general administration for the department is required such as maintaining a log of absence. This Principal is clear, a strong communicator, and recognises his demanding schedule. You must be switched on and have a hands on approach to tasks.

Key responsibilities and accountabilities:

- Managing the Principal's email account, tracking emails that require a response from him and fielding emails to the team as appropriate.
- Typing from dictation over the phone and I:I.
- Dealing with invoices once a month.
- Diary management, dealing with correspondence, organising meetings.
- Taking minutes.
- Filing; email; hardcopy and electronic.

- Maintaining his contacts and updating the company database.
- Dealing with ad hoc requests.
- Answering and directing phone calls.
- General administration including typing, faxing, scanning, filing, photocopying, and meetings.
- Various personal duties.

Whilst support staff on each floor has their own direct responsibilities, they also work as a team, cover for, and assist each other as necessary.

Qualifications, Experience & Skills:

- Good O'Level/GCSE's/equivalent in commercial subjects.
- 5+ year's proven experience in a similar position.
- Excellent knowledge of all Microsoft packages.
- Minimum typing speed 60wpm – audio, manuscript or dictation.
- Excellent numeracy skills and previous experience with invoicing.
- A pro-active and flexible approach to working.
- Proven ability to learn new systems.
- Confident, highly organized with excellent attention to detail.
- Resilience and ability to cope under pressure.
- Strong communication skills both oral and written.
- Ability to use initiative and work autonomously.
- Experience in similar industry is desirable but not essential.

If you are interested in applying for the role, please send your cv and portfolio to careers@tpbennett.com with the headline 'personal assistant'