

Job Title: PA to Principal
Location: London
Department: Business Support

Job Purpose:

To provide efficient and effective administrative support to Principal, Senior Staff and Studio

Key responsibilities and accountabilities:

- Managing email accounts, tracking emails that require a response, fielding emails to the team as appropriate and archiving emails regularly.
- Diary management
- Maintaining contacts and updating the company database
- Maintaining project files
- Organising client project meetings
- Business Development support – maintain trackers
- Organise contract sign offs (supported by Legal Team)
- Booking meeting rooms and refreshments
- Filing
- Maintain team trackers
- Assisting in personal administration duties
- Submission of expense claims
- Liaising with charitable partners
- Drafting of general correspondence
- Travel arrangements – both national and international
- Contribute to the development of business strategies

Other Studio Responsibilities

- Office floor management – desking etc
- Answering and directing calls where necessary
- General administration, typing, scanning, filing, photocopying, printing
- Reporting printer jams and requesting paper stock
- Liaising with other PAs organise and produce presentations for division updates
- Organising social events
- Booking meeting rooms and refreshments
- Adobe license issuing
- Bi-monthly newsletters
- Organise regular samples returns (supported by the Sustainability team)
- Ad hoc tasks

Person specification:

Essential skills & experience

- Experience of providing PA support at a senior level ideally in the design industry
- Proficient in office skills including word processing and preparation and laying out of meeting notes (minutes), Excel, Powerpoint, and Outlook
- A pro-active and flexible approach to working
- High levels of initiative and motivation
- Excellent communication skills both oral and written
- Team player
- Confident working with and speaking to people at all levels
- Ability to build strong professional relationships both internally and externally
- Highly organised with excellent attention to detail

Desirable skills and experience:

Other European languages

InDesign