

**Job Title:** Studio Assistant

**Department:** One Architecture

**Location:** London

**Reporting to:** Personal Assistant to David Blair (Anjani Sheorey)

## Job Purpose:

This role will support the Architecture division in the smooth running of the studios. It will also provide general cover for 3 Personal Assistants dealing with any urgent email and calendar requests (cover required for non working days, sickness absence and annual leave).

## Key responsibilities and accountabilities:

### For One Architecture studios

- Maintain up to date client / consultant contacts database and sync with Newforma
- Set up new projects and update project records as necessary
- Assist with document control
- Input annual leave updates into ADP and studio calendars
- Assist with organising travel arrangements
- Assist with meeting room bookings and management (refreshments etc)
- Order stationery, kitchen and general supplies for One Architecture studios
- Maintain tidy and presentable studio environments
- Minute taking for design team meetings as required
- Assist with organisation for significant celebrations/milestone events for staff
- Support in organising sample returns to suppliers
- General ad hoc administrative tasks including; typing, scanning, filing, photocopying and printing

### For Principals

- Assist with general diary management for Principals
- Assist with expense claim process
- Assisting with logging Continued Professional Development hours

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### London

One America Street  
London SE1 0NE  
+44 (0)20 7208 2000

### Manchester

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Manchester M4 5BA  
+44 (0)161 694 7700

### Leeds

1 City Square, Infirmary Street  
Leeds LS1 2ES  
+44 (0)113 521 2100

## Other

- Assist legal team with scanning/archiving of legal documents and provide ad hoc administrative support

## Qualifications, experience, and skills:

- Proven administrative experience in a similar position
- Confident in the use of Microsoft packages (Powerpoint and InDesign skills an advantage)
- Excellent communication skills
- Attention to detail
- Flexible approach
- Ability to prioritise
- Proactive and self-motivated

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