

Are you an enthusiastic, personable and efficient Administrator, happy to get on with day to day administrative tasks but also able to step up and take responsibility as necessary? If so, this exciting opportunity to join our team at ArchitecturePLB may be right for you.

## Your new company

ArchitecturePLB is an award winning Architectural Practice collaborating across studios in Winchester and London. Our portfolio includes a broad range of education and residential projects as well as unique civic and cultural buildings. The teams in both offices are friendly, busy and energised by the projects they work on.

For further information about our practice please visit:  
[www.architectureplb.com](http://www.architectureplb.com)

## Your new role

This is a part time, office-based position of 25 hours per week. Your hours are negotiable but will ideally be spread across the majority of the working week within the company's core hours of 9.30am – 5pm.

You will be an important member of our support team and will work alongside the London Marketing Coordinator to provide essential support to both of our offices- assisting and supporting Directors and staff. Activities include:

- **Winchester Studio Reception duties** such as: answering calls, greeting visitors, dealing with any queries, organising refreshments for meetings, maintaining a tidy 'front of house', handling mail, couriers and special deliveries.
- **Administrative duties** such as: organising and purchasing office supplies from stationery to the milk delivery, managing cleanliness and the upkeep of the office- liaising with suppliers as needed. Organising and managing external meetings / events and Practice days, and outings, booking travel and accommodation. Maintaining and managing archive storage and records in both offices.
- **Project team duties** such as: diary management for the Directors and for practice wide events, providing occasional support to the project teams such as contractor intranet management (uploading / downloading documents) as well as general filing, photocopying and document binding. Also organising lunchtime CPD training seminars including liaising with external presenters, maintaining records and organising sandwich lunches.
- **Facilities management** duties such as: ensuring the upkeep of the offices including identifying and liaising with contractors about planned maintenance or issues, record keeping, annual supplier reviews, day to day liaison with landlord's agents and management of premises relocation if required.

- **Practice Management** support duties (following full training and handover) such as: co-ordinating the maintenance of RIBA Chartered Practice accreditation, supporting annual insurance renewals including PI, supporting the maintenance and implementation of GDPR processes, ensuring Practice policies are up to date and communicated, supporting Director's sub consultant management and supporting the implementation and management of our ISO14001 accredited Environmental Management system (EMS) and ISO 9001 accredited Quality Management System (QMS).
- **Health and Safety** duties such as: implementing practice wide Health and Safety requirements across both studios, maintaining CHAS and Constructionline accreditations, managing staff training logs and arranging for training when required. All duties will be under the direction of the H&S Director.
- **Other support** duties such as: assisting our Finance Manager with project finances and records, assisting our HR Manager with on-boarding of new staff, for example by doing H&S induction and tour of the office, assisting our Marketing Co-ordinator with administrative tasks for bids, social media and marketing materials.

## What you'll need to succeed

You will be someone who is positive, approachable and self-motivated and able to work both on your own and as part of a team. You will have excellent communication and organisation skills and be able to prioritise and work efficiently under pressure, while maintaining an excellent eye for detail and accuracy. You will also adopt a proactive and flexible approach to work and are comfortable taking on a variety of tasks and owning their delivery.

You will have had at least 2 years' experience in an office based administrative or similar role.

You will be proficient in working with Microsoft Office. Experience of using InDesign and Rapport would be beneficial but not essential as training can be provided.

Previous experience working in an Architect's practice or another construction consultancy is advantageous.

Applicants must have the legal right to live and work in the UK

## What you'll get in return

You will receive a competitive salary, in line with your skills and experience, along with an attractive benefits package.

## What you need to do now

If you have what it takes to succeed, please send your CV and cover letter to [recruitment@architectureplb.com](mailto:recruitment@architectureplb.com)

We regret that due to volume, only shortlisted applicants will be contacted. If you do not hear from us within 10 days of submitting your application please assume that you have been unsuccessful on this occasion.

ArchitecturePLB is an equal opportunities employer.

No agencies please.