

Marketing Assistant and Administrator London

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

For further information about our practice please visit: www.architectureplb.com



Your New Role:

The role is offered for a fixed period of 9 months on a full-time basis. There is a possibility of a permanent offer at the end of this period. It is an office-based role within our London studio.

You will be an important member of our creative team, as the Marketing Assistant and Administrator you will:

- Assist with shaping our visual identity and building the practice's profile so that it is cohesive and consistent with ArchitecturePLB's approach and the work that we do, and
- Provide administration support to the directors and wider team within the friendly and collaborative environment of our London studio.

Key duties of the role include:

- Marketing: responsibility for the visual appearance and formatting of practice documentation including brochures, reports and presentations. Updating and maintaining marketing information databases, social media content and our practice website.
- Bids: support in putting together high quality bid submission documents, PQQ's, case studies, competition entries and award submissions. Identifying tender opportunities and monitoring tender portals and notices as well as competition lists in order to present relevant opportunities to the directors.
- Administration: maintaining tidy 'front of house', managing stationery and general provisions, as well as mail, petty cash, answering telephone, greeting visitors and organising refreshments for meetings

What you'll need to succeed

You should meet the following requirements:

Essential:

- 2 years+ experience in the provision of marketing support and bid management, processes and documentation,
- Highly organised and self-motivated with excellent communication skills, both written and verbal,
- Excellent attention to detail – able to produce error free work,
- Able to multitask, prioritise and manage multiple projects simultaneously to tight deadlines,

- Enthusiastic and proactive with a can-do attitude,
- Confident and proficient user of Adobe Creative Suite (InDesign, Illustrator and Photoshop),
- Excellent Microsoft Office Skills (Word, Excel, PowerPoint),
- Any offer of employment with ArchitecturePLB will be conditional upon you having the right to work in the UK.

Desirable:

- Experience in the architecture, design or construction industry,
- Experience of Photoshop and Wordpress online publishing,
- Graphic design skills.

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 are interested in applying for this role and meet the above requirements, please send:

- A brief cover email detailing your suitability for the role, salary expectations and availability
- A CV (2 pages maximum) clearly setting out your relevant experience and qualifications

All application information should be emailed to: recruitment@architectureplb.com by the closing date of **Friday 15th October 2021**

Please be aware that we will consider applications on a weekly basis in advance of this closing date so please submit your application sooner rather than later.

Due to the high volume of applications we receive we are afraid that we will only be able to respond to successful applicants. 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.