

Position Title: Office Manager / Personal Assistant (PA) in an architecture practice**Location: London, UK**

Our client is an architectural practice located in the Southwest of London since 2001. They mainly operate office refurbishments, residential redevelopments and fit-outs.

This is a one year full time position

Skills/background needed:

- minimum of 5 years UK practice experience
- proven experience in running projects and site assistance
- ability to meet tight deadlines and under certain budget restrictions
- excellent writing and communication skills
- experience of project financial management and budgeting
- excellent coordination and organisational skills
- knowledge of German would be a plus

Your responsibilities:Daily tasks

- Master spreadsheet
- Lead Sheet
- Petty Cash
- Updating the database
- Soft filing and printing additional fee agreements for filing and paper folder copy
- Invoicing + printing + any reimbursable costs – tick list of printed resets
- Check Info mailbox – forward any correspondence i.e. planning apps etc. to staff
- Ensure staff are copying you into emails when sent billable work to clients
- Ensure staff are sending you emails when they have ordered planning or maps for clients

Weekly tasks

- Works Schedule
- Weekly project timetable
- Timesheets & bullet points
- CPD timetable
- Supplies ordering – food and stationary

Monthly tasks

- Record of files in storage
- HR files
- DD and Standing orders
- Updating client printing lists of PC's
-

Quarterly tasks

- Monthly update on lead schedules Grand Designs & Homebuilding / other shows – chasing potential leads in cooperation with director / assistant director

Yearly tasks

- PI insurances for all companies
- Employee and contents insurance
- Air con maintenance
- Purge on all completed clients and what can be archived to the garage – update the storage record
- Purge on all literature in the office such as magazines etc which are over a year old

Salary

Minimum wage

Please send your application to Ricarda Kiebler at england@praktikum-in-london.de