

**Position Title: German speaking Office Manager / PA**

**Location: Richmond**

**Reporting to: Directors**

Our client is an award-winning architecture company and is looking for an organised and intuitive Office Manager, PA for the Richmond office. You will be responsible for the smooth running of the office providing PA support to the main directors, organising meetings and other administration tasks.

Ideally, the candidate should have:

- Strong organisational and administrative skills
- Strong verbal and written communication, ideally bi-lingual
- Excellent attention to detail in all areas

### **Your responsibilities**

- Diary management, travel organisation and other PA duties
- Booking meetings
- General office management i.e.-ordering stock
- Answering phone, emails and general enquiries
- Manage entire office space and making sure all space is maintained and kept in good order
- Keeping the office organised e.g. tidy desks, filing systems
- Implement and lead all Health and Safety procedures by making sure these are all up to date
- Resolving any issues in the office regarding electricity, safety, access
- Implementing and maintaining procedures/office administrative systems
- Being a key first point of contact and managing all our suppliers and contracts (cleaning, maintenance, building management)
- Manage office equipment & utilities budget/purchases & liaising with finance regularly
- Regular updates of our social networks and website
- Self-sufficient Preparation and organisation of our annual events and fair shows
- Marketing of our projects for editorials in journals, books, newspapers and magazines
- Preparation of up-to-date marketing material
- Preparation of expense sheets for book-keeping
- Control of time sheets submitted by staff

### **Your background**

- At least 1-year previous experience working in a similar environment
- Good working knowledge of databases, Word, Excel packages
- Knowledge of in-design desirable

**Please send your application to: Chantal Triechelt at [pr@praktikum-in-london.de](mailto:pr@praktikum-in-london.de)**