

## **STUDIO ASSISTANT AND BOARD PA**

Reporting into the Head of Studio Support this role provides high quality assistance to the senior management of the company, along with supporting the wider administrative team with day to day tasks in the studio. The role will be based in our London Covent Garden studio with some requirement to travel to the Guildford office as and when required.

### **Your role**

- Assisting the Head of Studio Support and Front of House Manager with the day to day running of the studio, to include resolving premises issues, raising purchase orders, meeting preparation and general support to staff and guests.
- Co-ordinating and maintaining diaries of the Board including organising of all appointments, meetings and travel arrangements.
- Organising agenda's, and minute taking of Board and Operational meetings .
- Ad hoc cover on the front desk in the absence of the Front of House Manager.

### **What you will do**

- Organise travel arrangements/visas using the most appropriate methods
- Ensure all relevant paperwork is prepared and issued in a timely manner, e.g. Meeting Agendas, Minutes
- Organising the annual programme of Board meetings including dates and venues, ensuring that technology and refreshments are arranged in advance.
- Organising internal and external meetings and project and studio social evenings
- Preparation, formatting and printing of project documents and updating the CRM system as required
- Handling highly confidential documents
- Organising and creating presentations for potential new work
- Organising conferences as appropriate
- Handling mail, screening telephone calls and message taking
- Manage company credit card reconciliation for the Board Directors.
- Work as part of the administration team and provide additional assistance when necessary

### **Drive for Results**

Focused, driven and determined to deliver results; taking objectives willingly and proactively setting own goals; measuring your own success; focusing on new or more effective ways of delivering results; persistent; seeking and acting on feedback.

### **Client Focus**

Obtains clarity about client needs; ensure the service is meeting your client needs; takes responsibility for customer satisfaction; works to build long term relationships with clients.

### **Concern for Quality**

Double check the accuracy of your own work; follows SB-MS systems and procedures; supports and helps others, encouraging them to observe the correct procedures and standards.

### **Teamwork**

Understand your own role and others within the team; works hard and willingly stands in for others when needed; encourages others to participate and work together to solve problems; shares experience, ideas and opinions.

### **Interpersonal effectiveness**

Listens; understanding both content and emotion; picking up on body language, probing to develop a clearer picture of the situation; builds a rapport with people within the Practice.

### **Agility and adaptability**

Receptive to change; makes constructive suggestions; agile and works quickly to ensure changes are implemented; restrains strong emotional impulses; resists temptation to react immediately.

**Your qualifications and experience**

- Highly proficient and accurate use of English language, both spoken and written presentation skills
- Highly organised and ability to use initiative to prioritise tasks and resolve problems
- Excellent working knowledge of Word, Excel, Outlook, and PowerPoint
- Highly organised and efficient with excellent attention to detail
- Excellent interpersonal and communication skills
- Able to multi-task and work to tight deadlines
- Able to maintain confidentiality essential
- Experience of working in an architects practice or similar industry would be an advantage;

**Your personal qualities**

- Conscientious and diligent person who is honest, helpful, patient, reliable and able to work on their own initiative.
- Professional and positive approach with a can do attitude.
- A discrete nature, with the ability to maintain confidentiality essential.
- Highly organised and efficient with attention to detail.
- Excellent interpersonal and communication skills.
- Ability to multi-task and work to tight deadlines.
- Willingness to work as part of the wider administration team, helping out as necessary.
- Flexible attitude is essential.
- Presentable and well dressed;
- Able to converse with all staff and clients with confidence
- Excellent professional telephone manner
- Excellent ability to prioritise
- Capacity to balance the need to operate independently or work as part of a team