

# Studio Administrator, Architecture00

ARCHITECTURE 00, HACKNEY, £27 TO £33K PER ANNUM, DEPENDING ON EXPERIENCE/TASKS

Architecture00 are looking for an energetic and proactive colleague to join our team in London. The role is to support the day-to-day admin and operations of the 00 studio in Hackney full-time. It's a fantastic opportunity to join our collaborative practice, a mix of 20-25 architects, designers, researchers and programmers. A chance to feel part of a passionate and dedicated team, looking to start ASAP.

We actively encourage people from a variety of backgrounds to apply for this role. We believe a diverse range of voices, experiences and skills help to inform, enrich and develop our working practices.

The deadline for this application is 25th November 2022.

## HOW TO APPLY

Please submit your application by email with 00\_Studio Administrator in the subject line to [careers@architecture00.net](mailto:careers@architecture00.net)

- A comprehensive CV
- A cover letter - max one-page A4, explaining ambitions, skills, and experience

## Detailed Job Description

### OFFICE & FACILITIES

- Coordinating our studio and creating a positive environment for our staff, and subtenants to work in
- Being the first point of contact for the organisation - receiving and screening calls, monitoring the [info@architecture00.net](mailto:info@architecture00.net) email inbox
- Scheduling meetings and taking minutes when required
- Collection and distribution of post
- Work with the team to ensure the general office, kitchen and all areas of the studio are kept clean and tidy
- Ordering office and kitchen stationery /supplies ensuring these are always fully stocked
- Liaise with the building manager regarding any office repairs, building works and security

- Ensure all company insurance are renewed and up to date
- Cultural events - organising in-house lunchtime presentations & office events
- Monitoring office cleaning
- Maintaining office policies and acting as the company's health and safety representatives and working to ensure H&S policies are up to date and observed by staff – training provided
- Keeping records of office expenditure
- Managing office subscriptions and membership renewals
- Work with team on office space management
- Manage the office and tenancy arrangements including rent, business rates and utilities
- Manage subtenants of the office
- Preparing reports and assisting with long-term company planning

## HR

- Supporting recruitment to individual posts including the creation of job descriptions and adverts, ensuring they are distributed using the appropriate channels, coordinating interviews
- Responsible for new starter onboarding, issuing contracts, references, right of work etc
- Processing payroll with an outsourced payroll provider
- To maintain the Company Handbook and ensure all the HR and company policies, practices and action plans are up to date.
- Recording sick and annual leave and communicating any associated changes to monthly payroll
- Maintain confidential electronic employee files and records
- Coordinating staff reviews including issuing and archiving forms and coordinating meetings

## IT

- Liaising with an external IT support company
- Purchase new equipment as advised by the team
- Record office software licence information
- Manage company IT user accounts

## FINANCE

- Working with Finance Assistant to ensure projects are invoiced on time
- Ensure rent invoices to renters are issued on a monthly basis
- Record and manage spend on company credit cards

- Monitor company bank accounts
- Ad-hoc finance duties as and when required
- Work with project leads to ensure fee schedules are updated regularly

## COMMUNICATIONS

- Schedule social media posts for upcoming projects
- Updating the website with new project pages, writing copy and adding press photos
- Organising photographers for projects

## PROJECT ADMINISTRATION

- Filing, record keeping and document management
- Responsible for daily monitoring and managing tender portals
- Responsible for maintaining the tender tracker
- Support team on tender responses - putting together the essential information for the creation of tenders and pitches

## GENERAL

- Any further general or administrative tasks reasonably requested
- Full participation in company activity, meetings and processes
- Any other duties as required by the company in order to fulfil its objective
- To act at all times in the best interests of the Architecture 00
- To be an enthusiastic advocate of Architecture 00 and have a thorough understanding of the company's mission, vision and aims
- Support in cultivating and managing relationships with a range of stakeholders and partners that may not be project specific but company relevant

# Skills

## KNOWLEDGE & EXPERIENCE

### ESSENTIAL

- Relevant experience of office management for a similar size organisation
- Experience of planning and scheduling
- Experience of managing HR work
- Understanding and experience of basic finance and accounting procedure
- A proven ability to work under pressure and to prioritise workload accordingly

- Experience of minute taking and transcribing of potentially complex details

## DESIRABLE

- Experience working in an architecture practice or a creative environment
- Setting up documents using the Adobe InDesign and website updates (SquareSpace)
- Experience with a variety of social media platforms and digital communication
- Knowledge of company legislation

## SKILLS & ATTRIBUTES

### ESSENTIAL

- Excellent organisation and administration skills and attention to detail
- Strong communicator on an individual and team basis - written and verbal
- Proficient in various software including Microsoft Office suite
- Strong financial and numeracy skills
- Ability to work collaboratively
- Ability to solve problems and make decisions in a creative and pragmatic way
- Ability to work quickly, methodically and accurately and to manage workload effectively
- Self-motivated and able to use initiative
- Highly efficient and resilient, able to adapt and respond to changing circumstances
- Absolute discretion and handling sensitive information
- A commitment to an inclusive work environment
- A commitment to diversity and inclusion
- A commitment to sustainability