

We are a global design leader ranked within the UK Top 10 and within the Global Top 100 of architectural practices. With our Head Office in London, we have studios across the UK and internationally in New York, Singapore and Amsterdam.

Our people are the foundation of our culture: tightly knit and incredibly welcoming. We nurture our staff and encourage their creative and entrepreneurial spirit. We set high standards for ourselves and our teams work collaboratively to achieve the best, and have the determination and drive to do things better. We like to push ourselves, creatively, in business and as a team. We listen and explore every angle with our clients so that we make the creative journey an enjoyable one for all.

Studio and Business Coordinator

Your role

- A flexible approach is key to this role and you will proactively seek out to assist the team in building the studio into a thriving and successful business unit.
- Reporting to the Business Unit Director the role involves working closely with the Director and associated team members to ensure that the office and projects operate smoothly and efficiently as well as synchronising with group operations.
- Provide assistance to the Design Team, providing seamless support to the business.

What you will do

- You will undertake many varied and different roles from marketing, communications, administrative support, project management, financial reporting etc.
- Provide full administrative support to Directors and technical teams, including call screening, diary management, setting up meetings, making travel arrangements etc.
- Prepare Business, Design & Marketing material using In-Design.
- Document control and project administration according to company guidelines.
- Procurement: Order stationery and general office supplies and equipment as required.
- Reconcile office company credit card each month on Spider to send to Accounts.
- Carry out premises and workstation health and safety assessments.
- Pass invoices to Finance and follow the purchase order process as necessary. Check invoices received by Finance for Amsterdam services/supplies.
- Preparation of bids, submissions and presentations for potential new work.
- Extensive contact with clients, consultants and contractors.
- Look after clients and visitors and ensure meeting rooms are booked and audio visual facilities are organised.
- Ensure the office space is clean and presentable for visiting clients.
- Assist the HR team with new joiners' inductions and assist with growing the administration team.
- Assist in establishing business development material and liaising with Global Development Team/Marketing.
- Producing deliverables registers.
- Other duties that are consistent with your job role as may be required from time to time.

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 local studio and wider 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 skills

- Excellent knowledge of Word, Excel, Outlook - InDesign and PowerPoint are highly desirable.
- Excellent communication skills with Dutch/English verbal and written proficiency.
- Excellent client facing skills with an outgoing and sociable character.
- Able to work with web based collaboration tools.
- Highly organised and efficient with attention to detail.
- Able to maintain confidentiality.

Your qualifications and experience

- Graduate, preferably with a business related degree.
- Previous studio business administration experience desirable, but not essential.
- Previous office management/ facilities experience desirable, but not essential.
- Experience of working in an architects practice or similar industry would be an advantage.
- Excellent knowledge of Word, Excel, Outlook, InDesign and PowerPoint.
- Ability to work with web based collaboration tool (training will be given).

Scott Brownrigg is an Equal Opportunities Employer