

We are a global design leader ranked 17th in the UK 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 CO-ORDINATOR (SINGAPORE)

Your role Reporting to the Head of Studio Support and the local Director, you will provide 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. You will be responsible for co-ordinating and organising facilities/premises related activities to ensure the smooth running of the Singapore office as well as assisting with marketing, bids and human resources activities in close cooperation with the relevant group services teams.

What you will do

- General secretarial and administrative support whenever necessary.
- Assist in the production of fee/Bid proposals, submissions and presentations for potential new work using Affinity and PowerPoint.
- Assist the Marketing and Communications team in organising both external client events and internal events
- Liaise with the Marketing and Communications and Bids teams in the creation of submission documents and other new business documents including (but not limited to) sector portfolios, profile pages and assist with the updating of welcome books.
- Assist/support the Marketing and Communications team with award and directory submissions
- Co-ordinate and oversee all premises related maintenance/ issues, appointments, internal/ external meetings and travel arrangements.
- General office administration, involving filing, maintaining contacts on company information database, logging and checking change orders, maintaining all office equipment, including toner cartridges and arrange collection/posting refreshments/ grocery/ stationary supplies and raising purchase orders.
- Oversee and organise local / overseas conferences
- Meet and greet visitors as well as preparing refreshments for visitors and meetings.
- Manage incoming and outgoing post including handle mail, screen calls and take messages
- Prepare, format and print all required correspondence, and update our CRM (Spider) system as required
- Handle highly confidential documents.
- Monitor professional memberships and arrange for renewal for BOA Company, SIA professional subscriptions, BritCham membership, ULI & BCA PSPC company certification level with support from the People and Culture Team
- Process the Director's expenses / company credit card reconciliation with support of Studio Support Team
- Ensure health and safety standards are maintained (to include organising PPE Equipment, fire checks etc.)
- Assist the Director with the recruitment process including arranging interviews and providing feedback to both agencies and People and Culture team.

- Collect new starter paperwork on their first day and send a photograph to the People and Culture team
- Inform the People and Culture team of any staff changes (to include starters, leavers).
- Ad hoc duties and further support as and when required.

Drive for Results

Work hard to deliver objectives; respond to instructions; meet deadlines; act on feedback.

Client Focus

See the client's needs as a priority; identify how work in your own area helps to meet client expectations.

Concern for Quality

Show concern for quality and order; keen to deliver work as instructed; apply knowledge of the correct way of doing things.

Teamwork

Participate willingly in the team; doing own fair share of work; act in accordance with the team's objectives and goals; support others to deliver.

Interpersonal effectiveness

Take time to listen; understand either the content or emotion of the message; draw basic conclusions about an individual's state from visual and verbal clues; makes formal and informal contacts at work.

Agility and adaptability

Are aware of general need to change and adapt; listen to ideas; attempts to understand innovations as they appear.

Your skills

- Able to balance and prioritise workload and work in an effective and efficient manner.
- Excellent interpersonal and communication skills.
- Excellent telephone manner and able to communicate confidently and effectively manage client expectations.
- Excellent working knowledge of Word, Excel, Outlook, PowerPoint and knowledge of Affinity Publisher or the aptitude to learn.
- Able to multi-task and work to tight deadlines
- Highly organised, efficient and able to use initiative to resolve problems
- Excellent attention to detail

Your qualifications and experience

- Educated to a degree level is preferable.
- Experience of working within facilities /premises management/secretarial function
- Experience at working within a business development or marketing function would be desirable.
- 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.
- Willingness to work as part of the wider administration team, helping out as necessary.
- Flexible attitude is essential.
- Able to converse with all staff and clients with confidence