

Administration Assistant  
Full or Part-Time

We are currently looking for an administration assistant to join our team to help with the general day to day running of our busy but friendly architectural practice.

Main responsibilities:

- Answering phones, greeting visitors, preparing meetings
- Managing post and deliveries
- Organising company travel
- Printing, binding, filing and archiving
- Monitoring and ordering of office supplies
- General support with organising office repairs and maintenance
- Managing project document control, to include both downloads and uploads to extranet systems (training provided if needed)

Requirements:

- Proven experience in a similar role
- Educated to A-level standard with good level of literacy and numeracy
- Being a customer facing role, will be both friendly and approachable
- Have good knowledge of Office, Excel and Word. Desktop publishing experience beneficial but not essential