

JOB DESCRIPTION

Job title:	Studio Assistant
Contract type:	6 month FTC – with a view to become permanent
Location:	8 Royal Street, London, SE1 7LL

ABOUT FEILDEN FOWLES

Feilden Fowles are an architecture practice based in Waterloo and recent recipients of BD's Public Building Architect and Architect of the Year Gold Award 2021.

Our team of 18 delivers exceptional projects across a range of sectors spanning Education, Arts and Culture, Workplace and Heritage. We have a dynamic, energetic, and inclusive culture based in our unique, award winning studio and garden.

THE ROLE

We are seeking a Studio Assistant to provide support to the Practice Manager, Directors and wider team. This role will suit a proactive self-starter who is able to juggle a multitude of tasks under the guidance of the Practice Manager.

Key Responsibilities - include but are not limited to:

- Providing support to Practice Manager, Directors and Associates
- Point of contact for studio, managing phone lines, enquiries and welcoming visitors
- Maintaining and ordering studio supplies, such as stationery and refreshments
- Assisting teams with internal and external catering for meetings
- Monitoring studio inboxes and delegation of information to team members
- Processing and monitoring incoming and outgoing expenditure using QuickBooks
- Updating project information on internal intranet under guidance of Associates
- Supporting the team with award and bid submissions, as and when required
- Supporting with the organisation of social events, including parties, away days, training and lectures.
- Ensuring the studio and walled garden are well maintained to include tidying, arranging repairs and offsite filing
- Occasional PA duties, to include diary management, arranging travel and meetings

Key Skills and Competencies:

- Strong communication skills (both written and verbal)
- Organised and self-motivated with an ability to take initiative and work as part of a team
- IT Literacy in MS office – Excel, Word, Outlook
- Working knowledge of Adobe InDesign is preferred but not essential

Person Specification

- Successful candidate must be a creative problem solver who is confident and self-motivated.
 - Eligible to work in the UK
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HOW TO APPLY

To apply for this role please send the following to recruitment@feildenfowles.co.uk.

- Digital CV (no larger than 5mb). Hard copies will not be considered.
- A brief cover letter including details of your notice period, salary expectations and how you heard about this opportunity.

Please include the position applied for in the email subject line.

Feilden Fowles are an equal opportunities employer. We kindly request that upon submitting your application you consider completing our equal opportunities survey, that will be sent automatically on receipt of your application. All information provided is anonymous and used only for the purposes of helping assess and improve our policies, practice, recruitment and outreach initiatives.

Application timeline

Application deadline: 28 January 2022