



## **Administrative and Communications Assistant**

**Scenario Architecture is looking for an Administrative and Communications Assistant with previous administrative experience, capable of coordinating the administrative functions of the business and supporting the Practice Manager and Head of Communications with general practice management, HR, financial and communications activities.**

This is an active generalist role covering all aspects of team support. The role manages tasks related to Communications and HR as well as supporting robust information management and practice administration. The role would suit someone who has excellent organisation and communication skills, meticulous attention to detail and an interest in architecture and design.

A proven ability to problem-solve, negotiate complex schedules and an efficient, pragmatic approach to administration, organisation and multi-tasking are vital. Familiarity with Microsoft Office is essential. In return we can offer a fast-paced design led environment in a friendly and highly regarded studio.

The role would be based in our Islington studio and requires a highly capable and conscientious individual, able to demonstrate autonomy, reliability and dedication.

We are a dynamic studio specialising in high-end private residential projects.

Our design methodology is uniquely collaborative, with the client as the focus of the design process.

We create bespoke, functional, sustainable and beautiful homes that are based on the methodical analysis and simulations of the unique way in which people wish to interact with the space around them.

Each project is allocated a team of three with each individual member specialising in one of the following key aspects – Design, Technical Design and Management.

### **Key responsibilities – Practice**

- Respond to, screen and redirect Incoming phone calls and emails
- Close collaboration with the Practice Manager and Head of Communications to assist with:
  - Issuing of monthly invoices
  - Marketing & social media activities
  - Activities with accountants
  - Administrative procedures and human resources
  - Coordinating meetings with clients, consultants and contractors
  - Managing social events
- Take ownership of managing:
  - Professional subscriptions and renewals
  - Maintaining and renew all insurances
  - Liaising with outside companies for cleaning, printing, courier services etc.
  - Petty cash and assisting with office expenses
- Coordinate IT support and liaise with other external consultants
- Coordinate Continuing Professional Development activities (CPD)
- Coordinate supply of stationery and refreshments

### **Key responsibilities – Communications**

- Working with the Practice Manager and Head of Communications on communications activities to assist with:
  - Issuing the monthly newsletter & maintain contact lists



- Content creation for new blogs & news items
- Sharing and scheduling social media content with opportunities for creative input
- Monitoring and monthly reporting on key Communications parameters
- Seeking press coverage and PR promotion of our activities

**Required skills:**

- Outstanding organisational, administrative, time and people skills.
- Outstanding communication skills, ability to liaise effectively with clients, external consultants and in-house team.
- Fluency with Microsoft office package (Microsoft project, power point and excel) or other project planning and monitoring applications and presentation software.

**Desirable skills:**

- Previous experience in a similar administrative role
- Previous experience of working in architecture and design or the ability to demonstrate an understanding of architecture and the built environment
- Personal attributes
  - Assertive communication skills
  - Confident and well organised
  - Meticulous attention to detail. Delivers to high-quality standards.
  - Strong work organisation skills, able to work under pressure.
  - Professional with positive problem-solving attitude.
  - Effective teamwork and collaboration skills.

**Practice Structure & Characteristics:**

- Boutique in scale and approach, ensuring a friendly, personal and high-quality service for our clients.
- Stable, long-standing, and experienced full-time team.
- Non-hierarchical. Team members collaborate seamlessly to achieve common objectives with high levels of team spirit and custodianship.
- Autonomy. Each team member has the freedom to act and take decisions independently within the jurisdiction of their role and the Scenario Vision with other team members, including the funding directors, supporting, and advising only.
- Flexible approach to HR, with trust-based flexible working hours driven by allocated tasks & milestones. This is delivered by self-imposed priorities and disciplined time management by individuals.
- Strong brand identity. There is a unique workflow focusing on specialisation which is unique in the field of residential. The Management, Design and Technical roles are a symbiosis, and we are excited to grow the practice in this manner.

All applications must include a full and current CV. Salary is negotiable depending on experience.