

**Job Description:**

EDGE PA to the Principals and Studio Manager

**Responsible to:**

Managing Director, EDGE Architecture + Design Ltd

General duties include, but are not limited to:

**PA TO THE PRINCIPALS:****Management:**

- Extensive diary management of the Principals
- Travel and accommodation arrangements for the Principals, as necessary
- Reading, filtering and replying on behalf of any emails for the Principals, as directed
- Confidential matters, as necessary
- Ad hoc projects as requested by the Principals
- Reception and hospitality to clients and consultants.

**People**

- Assistance to the Principals, as requested
- Confidential matters, as necessary
- Ad hoc projects as requested by the Principals

**Generation**

- General day to day marketing and business development assistance to the Principals
- Liaison with potential and existing clients for events and meetings, ensuring our clients expectations are managed at all times
- Confidential matters, as necessary
- Ad hoc projects as requested by the Principals

**Projects**

- General day to day Projects assistance to the Principals
- Project support, as necessary, including the creation of any required documents.

**STUDIO MANAGER:****Management:**

Smooth running of the studio on a day-to-day basis including:

- Welcoming visitors to the studio
- Keeping front of house clear of clutter and presentable
- Answering the telephone and passing on messages via email
- Managing the meeting room calendars and scheduling meetings (internal and external)

- Providing refreshments for meetings, ensuring the meeting rooms are prepped and ready before meetings and cleared after use
- Booking couriers, taxis and train travel, as required
- Stock taking (office supplies) and updating budget spreadsheets
- Keeping kitchen area clear and stocked
- Ordering stationery and sundry supplies as required
- Dealing with incoming and outgoing post and overseeing any orders and deliveries arriving into the studio
- Providing ad hoc administrative support to the Studio staff, which may include, but is not limited to, typing minutes, binding, photocopying, research, etc
- Liaison with Licencees who share 3<sup>rd</sup> Floor with Edge
- Facilities Management co-ordination, including; landlord/tenant issues; overseeing maintenance checks for air conditioning, lighting, photocopiers/printers and any other studio appliances; liaison with cleaning company, as and when necessary, etc.
- Overseeing the studio's tidiness and Health and Safety
- Responsible for "admin cupboard" and contents, including signing in and out of assets/special equipment, eg iPads/Macbooks/laptops/leads/connectors, etc.
- Liaison with, and assistance to, the IT Manager and Consultant, including attending IT Meetings as and when required
- Updating of Asset Register and assistance with annual Insurance renewal
- Assistance with ISO accreditation and annual audits
- Assistance with annual update of company policies
- Managing any staff collections
- Supervision of any Front of House staff and their duties (once recruited)
- Assistance to, and ad hoc tasks for the Board, as and when required

## People:

- Managing and responding to recruitment enquiries, liaison with relevant recruitment agencies and Head of Projects, including recruitment of freelancers and additional resource, when needed, and recording in Resource tracker.
- Correspondence with direct candidates, including setting up and coordinating interviews, etc, as and when required.
- Keeping CV bank/database up to date.
- Assisting with induction process for new starters (permanent and freelance).
- Assistance with timekeeping, holiday and sickness records, company structure chart, etc.
- Assistance with annual review of company policies and job descriptions.
- Assistance to, and ad hoc tasks for, the Head of People, as and when required

## Generation:

- Assistance to team, as and when required, including RFP's, PQQ's, pitch management and functions.

**Projects:**

- Setting up new Projects in 10,000Ft, as and when required
- Setting up project numbers in Uniflow, Oasys and Mimecast
- Setting up projects folders on the server and hard copy
- Ensuring timesheets are completed on a weekly basis and producing the weekly Timesheet Report

**Finance:**

- Management of admin budgets, eg stationery, staff welfare and travel
- Cover for Accounts Assistant, as and when required

**Role split percentage**

PA Duties - 65%

Studio Manager Duties - 35%

**Skills:**

Office 365 Suite – essential

Skype for Business - essential

InDesign – desirable

10,000Ft – desirable

**Package:**

Competitive Salary

21 days holiday, plus birthday and bank holidays

iPhone

AXA PPP Healthcare

Royal London Pension

**Contact:**

If the above resonates with you, and you are looking for your next career move, (and you are a real team player, with a strong work ethic plus a good sense of humour!), please send through your CV to the following:

**[hr@edgegb.com](mailto:hr@edgegb.com)**

We look forward to hearing from you!