

Position:

EDGE Studio Manager / PA to the Principals

This pivotal role forms a core part of the studio team, which is responsible for the smooth running of the studio and supporting the designers and Principals.

'Studio Manager' responsibilities:

- General administration; including welcoming visitors and offering them refreshments, answering telephones and keeping front of house.
- Stock taking (office, stationery and sundry supplies) and updating budget spreadsheets.
- Dealing with incoming and outgoing post and overseeing any orders and deliveries as well as organising couriers, taxis and travel, as required.
- 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.
- Liaison with, and assistance to, the IT Manager and Consultant, including attending IT Meetings.
- Assisting with renewals such as insurance, accreditations and company policies.
- Managing and responding to recruitment enquiries and coordinating interviews.
- Coordinating the induction process for new starters, as well as the review of job descriptions and annual PDPs.
- Managing holiday and sickness records for all staff.
- Assistance to the marketing team, including RFP's, PQQ's, pitch management and functions.
- Setting up new project and client numbers, and any associated tasks.
- Cover for the Accounts Assistant, as and when required.

'PA to the Principals' responsibilities:

- Complex diary management for the Principals, including travel and accommodation arrangements.
- Reading, filtering and replying on behalf of any emails for the Principals, as directed.
- Personal expenses monitoring and recording for the Principals.
- Liaison with potential and existing clients for events and meetings.
- General day to day Projects assistance and project support, including the creation of any required documents.

Requirements:

Office 365 Suite – essential
Skype for Business - essential
InDesign – desirable
10,000Ft – desirable

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:

Mark Gandy, Managing Director
hr@edgegb.com

We look forward to hearing from you!

EDGE

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