



## L + A R C H I T E C T S

Studio Manager at L+ Architects- Part time position 9am-2pm every day.

### Job description:

The Studio Managers job is to ensure the smooth running of L+ Architects studio on a day to day basis and to provide support to the directors and teams of architects.

The ideal candidate would be highly organised and proactive with a positive 'can do attitude' and the ability to take initiative.

### Main Duties and responsibilities:

- General Office administration
- Marketing and finance
- Booking travel, scheduling design meetings, and preparing necessary documents
- Assisting architects with written descriptions, printing and drawing issues
- Keeping a list of assets and licences and insurances amongst other schedules as necessary
- Setting up project files, organising in-house filing system and image libraries
- Assist with setting up planning matrixes and project programmes
- Product research, maintaining and collating the sample library
- Ordering stationery and office supplies
- Promoting the office culture and organising social events PR and marketing
- Maintaining and updating the L+ website and social media platforms
- Liaising with publications and press, and preparing and issuing press packs
- Assist in designing and updating the L+ practice brochure and project sheets
- Produce fee proposals and Contracts for clients
- Assist with written text for award submissions
- Managing the practice's participation in events
- Appointing and scheduling of photographers
- Organising gifts for clients and consultant's New business
- Dealing with project enquiries and setting up meetings with potential clients
- Preparing fee proposals and explaining scope of architect's services to clients
- Assisting with production of client guides and presentation material
- Assisting with contractor's pre-qualification questionnaires and undertaking due diligence
- Financial administration
- Fortnightly financial reporting on a project basis using Streamtime or Quickbooks or similar
- Simple bookkeeping using FreeAgent or the like
- Preparing and issuing invoices to clients
- Assisting accountants with payroll and VAT return
- Making payments to staff and suppliers
- Managing staff expenses Staff administration and HR
- Setting up and maintaining our NBA staff practice
- Maintaining and reviewing timesheets for project-specific financial reporting
- Knowledge of InDesign and Photoshop, and good graphic skills would be a bonus

- Maintaining and reviewing time sheets for project-specific financial reporting
- Assisting project architects with project resource scheduling and planning workloads
- Monitoring annual leave and absence records
- Maintaining contact database
- Assisting with recruitment and setting up staff annual reviews
- Arranging CPD's and staff training
- Required skills
- Excellent knowledge of Microsoft Office is essential
- Computer savvy with general IT, printers, and social media
- Experience of Free Agent desired (or other book-keeping software; Quickbooks, Xero)
- Knowledge of InDesign and Photoshop, and good graphic skills would be a bonus
- Good organisational and numerical skills
- Ability to shift from task to task quickly
- Previous experience in a design/ architecture practice
- Overall understanding of the architectural process both in the office and on site
- Excellent written and spoken English is required
- Ensure the studio space is always ready to receive clients/ visitors
- Maintain the visible books and magazine displays.
- Regularly update the screens showcasing L+ Architect's work

#### Skills required:

Great numeracy skills, a good command of English and excellent Microsoft Office and Adobe suite skills are essential in this role. Common sense and the ability to work autonomously are also important. Previous experience of working at a design led architecture practice is desired, a good understanding of the process of making homes for domestic clients would be a bonus. This role may also suit someone from a marketing and/or finance position with good transferable skills. L+ Architects is an equal opportunities employer, but candidates must have the relevant work permit or right to work in the UK.

How to apply: Please email your CV and covering letter explaining why you think you would be a good fit for the practice. Please state your salary expectations, notice period and any other relevant information to [office@lplusarchitects.com](mailto:office@lplusarchitects.com) We look forward to hearing from you!