

<b>Job Title:</b>	Part Time PA and Office Administrator
<b>Reports to:</b>	Directors and Practice Manager
<b>Job Purpose:</b>	To provide professional and efficient PA support to Directors and administrative support to the office
<b>Relationships:</b>	Build and maintain working relationships with clients, staff, and Directors

**Eckersley O'Callaghan** is one of the most innovative engineering design firms in the world and we have won multiple awards for our work. Our collaborations with forward-thinking architects such as Foster + Partners, Zaha Hadid Architects and Heatherwick Studio, for clients that include Apple, Google, Vitsoe and Bulgari, have placed us at the forefront of design in structures and facades. Our principle office is in London, with other offices in New York, San Francisco, Paris and Hong Kong.

### KEY RESPONSIBILITIES

#### PA to Directors

- Diary management and meeting arranging
- Deal with all types of correspondence as required and ensuring emails are responded to
- Management and booking of travel and accommodation

#### Office Support

- Research, organise and track attendance of CPDs and training for technical staff
- Organise and track conference attendance
- Assistance with team travel arrangements including research and booking
- Assist in maintaining sample library
- Preparation and coordination of information required for PQQs and RFIs
- When required printing, copying and scanning of documentation

#### H&S and Office Environmental Coordination

- Assist the Technical Director and Practice Manager with the coordination of all company H&S matters
  - Assist in ensuring engineers have correct certification for site visits
  - Ensure that the fire and first aid arrangements meet with those required by legislation and that all employees are aware of the arrangements
  - Ensure that all new employees are provided with the necessary information and training on health and safety matters
  - Order and upkeep Personal Protective Equipment for staff attending site
  - Track and implement office environmental sustainability initiatives
  - Encourage sustainable office solutions
- Being a dynamic client focused company there may be other ad hoc tasks that you will be required to do, so this job description is not exhaustive

### JOB KNOWLEDGE, SKILLS & EXPERIENCE

- Fully conversant with Outlook, Microsoft Word and Excel
- Knowledge of PowerPoint and InDesign an advantage
- Excellent communication and organisation skills
- Able to multi-task
- Able to work on own initiative with minimum supervision
- Able to work under pressure and maintain a calm focus during hectic periods

- Excellent written and verbal communication skills

#### **PERSONAL QUALITIES**

- Good organisational skills and the ability to cope with a variety of tasks, often under pressure.
- A flexible, positive approach and the ability to work as part of a team in a busy, creative atmosphere.
- Excellent interpersonal skills with the ability to communicate with people of all levels.