

Job Title:	PA & Team Coordinator (Full time or part time according to candidate)
Reports to:	Group Director and Practice Manager
Job Purpose:	To provide professional and efficient PA support to the Group Director and deliver the project team with a smooth and efficient service in supporting business activities.
Relationships:	Build and maintain working relationships with clients, staff, and Directors

Eckersley O'Callaghan is seeking creative thinkers to join its growing team in London. EOC is one of the most innovative engineering design firms in the world. Our multiple award winning collaborations with forward-thinking architects such as Foster + Partners, Zaha Hadid Architects and Heatherwick Studio, for clients that include Apple, Google, Vitsoe and the V&A, have placed us at the forefront of design in structures and facades. Our principal office is in London, with other offices in New York, Los Angeles, Paris, Hong Kong, Dehli and Sydney. We currently employ around 85 staff in London and 30 in overseas offices. We have ambitious plans for continued future growth around the world.

The new PA & Team Coordinator will have a key role in our dynamic and growing business. They will become a pivotal point of contact within the team in London bringing a sense of order and efficiency by means of coordination between the Group Director, the technical staff, and the rest of the company and help the team work more effectively.

KEY RESPONSIBILITIES

PA to Group Director

- Manage electronic diary, assessing priority of appointments and reallocation as necessary
- Organise meetings and ensure the Group Director is prepared for those meetings
- Deal with all types of correspondence as required and ensure emails are dealt with by the Group Director/or on behalf of the Group Director, or other staff as appropriate
- Manage travel arrangements (including visas/accommodation)
- Screen calls, enquiries and requests, and deal with them when appropriate.
- Liaise with technical team on behalf of the Group Director
- Preparation of presentations, reports, letters etc following brand guidelines
- Any other duties as may reasonably be required by the Group Director

Team Coordination

- Organise and track attendance of CPDs, conferences and training for technical staff
- Assist with team travel arrangements including research and booking
- Assist with maintenance of sample library
- When required, processing of staff expenses
- Monitoring team holiday and absence diary
- Compile team documents (e.g. reports, presentations) in InDesign and PowerPoint, following brand guidelines
- Ensure the business development client target list is updated and actioned
- Coordination of internal office initiatives
- Assist with project document control management
- Coordination of team recruitment process
- Provide General office support including tasks such as:
 - Help answering phones and taking messages
 - Minute taking
 - Printing, copying and scanning of documentation
 - Archiving
- 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 in Microsoft Office and InDesign
- Excellent organisation skills
- Excellent standard of written English and verbal communication skills
- Educated to A-Level standard or similar
- Able to prioritise and multi-task
- Able to work on own initiative with minimum supervision
- Able to work under pressure and maintain a calm focus during hectic periods

PERSONAL QUALITIES

- Ability to cope with a variety of tasks, often under pressure, with a keen eye for detail
- A flexible, positive approach and the ability to work as part of a team in a busy, creative atmosphere.
- Ability to communicate with people of all levels.
- Proactive, with the ability to deal with issues before they arise
- Punctual, and able to work to tight deadlines