

PA & Office Coordinator

Reports to: Local Director

This is a part time or full-time role

Eckersley O'Callaghan is one of the most innovative engineering design firms in the world, with an international reputation cultivated through a commitment to research and innovation. 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 Bulgari, 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, San Francisco, Paris, Manchester, Delhi-NCR, Hong Kong, Shanghai and Sydney. We enjoy working with a range of materials, forms and building types across diverse sectors and project scales to deliver imaginative solutions.

Eckersley O'Callaghan is looking for a new addition for its small and friendly team. The role is based in our LA office. The new PA & Office Coordinator will have a key role in our LA office. They will provide support to the local Director to ensure the smooth management of their day to day affairs, and most effective use of their time. The candidate will be discreet, understand confidentiality and be able to handle complex issues in a professional and objective manner.

Key responsibilities

PA to Director

- Manage electronic diary, assessing priority of appointments and reallocation as necessary
- Organise meetings and ensure that the Directors are prepared for those meetings
- Manage travel arrangements (including visas/accommodation)
- Process correspondence, ensuring that incoming correspondence is dealt with by the Directors/or on behalf of the Director, or other staff as appropriate.
- Maintain Director's office systems, including data management and filing.
- Maintain records of Director's contacts on Hubspot
- Screen calls, enquiries and requests, and deal with them when appropriate.
- Assist Directors in researching and following up with actions on varying matters, chasing responses, triggering follow-up action
- Produce documents, briefing papers, reports and presentations

Reception

- Answer and distribute incoming telephone calls, take messages
- Ensure all areas of the office are kept clean and tidy. Liaise with cleaner as required
- Arrange catering for meetings and events
- Greet visitors to the office and provide refreshments, take coats, etc.
- Organise all couriers and general post including packaging items and delivery arrangements. Distribute as relevant. Take letters and parcels to post office as required
- Ensure all required office and kitchen supplies are stocked and replenished
- Security and building maintenance liaison
- Assistance in social event organisation

Office Support

- Assist with team travel arrangements including research and booking
- Compile documents (e.g. reports, presentations) in InDesign and PowerPoint following brand guidelines
- Coordination of internal office initiatives and assist with the preparation of any documentation required
- Provide General office support including tasks such as minute taking, printing, copying and scanning of documentation
- Coordination of staff holidays

Marketing and Communication

- Assist with putting together presentations, bids, submissions and reports
- Preparation and coordination of information for tender submission documents
- Help write and edit answers to questions for bids and submissions
- Assistance with the project management of events and hospitality, involving organising venues / guest lists / set-up / attendance

- 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 and experience

- Degree level educated would be advantageous but not essential
- 1-2 years' experience in a similar role
- Excellent planning, communication and organisation skills – able to take responsibility for planning and prioritising own workload
- Able to multi-task
- Excellent telephone manner
- Highly motivated and able to work under own initiative without supervision.
- Works calmly and with attention to detail under pressure.
- Fully conversant with Microsoft Office packages in particular Word and Excel
- Knowledge of PowerPoint and InDesign an advantage
- Excellent written and verbal communication skills
- Positive and proactive approach to team working.
- Flexibility to ensure deadlines are consistently met.
- High level of confidentiality in all work.

Personal qualities

- Professional attitude
- Confident
- Reliable
- Articulate
- Punctual
- Diplomatic
- Able to prioritise
- Proficient in written and verbal communication skills
- Flexible to ensure office administration runs smoothly and to assist other members of the team when required

We offer

- A stimulating work environment with a smart, diverse and motivated set of colleagues
- Flexible working around core hours
- Opportunities for career growth
- Collaboration opportunities with EOC offices around the world

**Please email your CV and a covering letter with subject line
'EOC-LA-PA to: recruitment@eocengineers.com**