

## Job Description

D5 Architects LLP

Date: 19<sup>th</sup> January 2017

Ref: 2017 Senior Admin

### SENIOR ADMINISTRATOR - ADVERT

**Recruiter:** D5 Architects LLP  
**Location:** Birmingham  
**Salary:** Negotiable  
**Sectors:** Admin, Secretarial & PA  
**Contract Type:** Permanent  
**Hours:** Full Time (9am to 5.30pm)

#### Job Description

D5 Architects seek a Senior Administrator experienced in day-to-day administration of a busy small scale SME. The ideal candidate should preferably have, but not limited to, experience within the architectural or construction industries. The role will include, but not be limited to, general office administration matters including;

- Management of office administrator/ receptionist staff member
- Support reception duties as necessary
- Marketing; Accreditations (RIBA/ ARB), ISO9001 & 14001, Website News, social media output, Houzz. Assistance in preparing responses to competitive bids.
- Human Resources; Monitor annual leave, Manage Apprentice Administrator, organise social functions, run CPD programme, manage Diversity Monitoring/ Health & Safety Policy/ Inductions/ Timesheets/ Work Experience requests
- Finance; Debit Card receipts, staff expenses, Invoices in and out, Petty Cash, purchasing,
- Facilities; Management of office clearing & maintenance, management of car maintenance/ insurance/ tax, office and professional insurances, phones, security, stationary, sustenance/ milkman

#### Role Requirements & Attributes

- A proactive approach to problem solving, have a positive attitude towards people and tasks.
- A high level of numeracy and good attention to detail.
- Strong time management and personal organisation skills
- Be able to work independently, with limited support
- Good team player
- At least 3 years' experience within Administration
- Strong MS Office skills; Excel, PowerPoint, Word
- Experience in Adobe Creative Suite; Photoshop, InDesign; preferable, but not essential

D5 Architects are an Equal Opportunities Employer

#### Contact

CV's to be emailed in pdf format to:

Info@d5architects.net

#### Office Address

D5 Architects LLP  
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