

Job Description

Admin & Marketing Assistant

Date: July 2022

Ref: 2022 Office

The following job description is to be read in conjunction with employment contracts and D5 Architects employees handbook. Any discrepancy between these documents is to be reported to the office manager or a partner for rectification

1.00 General Description

The positions encompasses the day-to-day matters required for the smooth running of the practice and preparation of bid and marketing material, reporting directly to the Office Manager. They include but are not limited to:

- Marketing; Website news, social media output etc, Preparation and management of competitive bids including co-ordination with third parties, arrangements for marketing material, website content preparation.
- Setup and record digital files for new projects and speculative work.
- Finance; Debit Card receipts, Invoices in and out, Petty Cash, purchasing,
- Human Resources; Database management, monitor annual leave, organise social functions, run CPD programme, monitor Timesheets and Work Experience requests
- Facilities; Management of office cleaning & maintenance, phones, security, stationary, sustenance/ milkman
- Receptionist duties including meet and greet, preparation of refreshments and phone answering, Event, travel and accommodation organisation

The role is one that ensures the smooth day to day running of the office and supports the business in the development of marketing and bid documentation.

The position will report directly to the Office Manager and Senior Team.

2.00 Qualifications

Good working knowledge of Microsoft Office software essential including MS Publisher, Photoshop knowledge and graphic skills required.

3.00 Mentoring

Assigned at commencement of employment to Office Manager

4.00 Detail Description:

4.01 Cashflow

The role will assist the office manager to collate all incoming invoices allowing co-ordination with the Partners for review against the financial model to review and refine cashflow planning.

The role will assist the office manager to ensure payment is issued against all signed off invoices. The role will maintain a record of all invoices paid and will file same for co-ordination with the book keeper.

The role will assist in maintaining a record of all invoices issued, those paid and those outstanding including time outstanding.

4.02 Time Management

Monthly processing of time sheet data into reportable format and business performance data review for partner meetings. Preparation of metrics for data analysis by partners.

4.03 Suppliers/ Supplies

The role will assist in the placement of orders for practice supplies.

The role will assist in the management of all practice suppliers, review accounts for accuracy prior to authorisation of payment and review the market periodically to ensure best value is being achieved.

The role will assist with auditing stocks of supplies and order accordingly to ensure a suitable but not extravagant stock of all supplies is maintained.

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4.04 Manage Contractors

The role will assist with the management of contracting companies for cleaning, building maintenance, etc. to ensure the smooth running of the office.

This role will be part of a reporting point for all building maintenance issues from staff to ensure rectification is undertaken either within existing service agreements or as otherwise agreed with the office manager.

4.05 Email Filing

Digital filing of email attachments into relevant project folders.

4.06 Travel and Accommodation

The role will assist with the provision of travel or accommodation arrangements as required for staff undertaking projects.

The role will assist in achieving the reasonable balance between cost and convenience and is to report to the office manager for the inclusion of all costs in the cashflow so that the Partners can include these costs in project reviews.

4.07 Event Organisation

The role will be responsible for the organization of office events under the supervision of a partner to include office parties, promotional events and all round drinking.

4.08 Holiday Provision

To assist with the monitoring and recording of staff holiday allowance and time taken, in conjunction with the office manager. Any issues/inconsistencies to be reported immediately to office manager.

4.09 Subscriptions

Manage, review and renew subscriptions for magazines, RIBA, ARB, etc.

5.00 Role Within Practice

The role will be the assistant member of office staff within the practice ensuring the smooth day to day running of office administration matters. As such they will require a strong understanding of office practices, finances and structure to ensure project goals are met.

The role will report directly to the office manager.

The role is fundamental to the smooth running of the office and will require good all round people, organisational and prioritisation skills to ensure day to day issues are met directly and dealt with openly and to the best satisfaction of all.

The role will work closely with the office manager to ensure strategic objectives are achieved through the practice.

Administrative member of staff for all practice members supporting project execution across all aspects of the practice.

6.00 Training

Self directed courses, seminars, etc. will be supported by the practice where the individual can demonstrate their relevance to the practice. It is anticipated these will include wider training in the administrative/marketing aspects of practice.

All supported training will be regarded as study leave and will not be deducted from annual leave provision.

7.00 Career Progression

Development of role and experience to management level into a wider business role.