

Project SecretarySummary of role:

The role is that of a generalist.

The overall aim of the role is to be responsible for the day-to-day administration of individual or a group of architectural projects, and helping to develop and maintain project procedures.

The Project Secretary will work closely with the Architects as an integral member of the project team/s, and may also liaise directly with various external contacts connected with the projects. The Project Secretary will also be part of the Support Staff Team under the direction of the Office Manager.

The Project Secretary will report to the Project Director/s on project related issues and to the Office Manager for all other matters.

The ideal candidate should have good communication and organisational skills, and be motivated by playing a key supporting role in project teams.

Main responsibilities:The Practice

Work with the Support Staff Team and other management teams to develop and maintain project procedures for best practice.

Project Team/s

Act as administrator to the project teams.

Provide PA support for the Project Director/s, and the Architects when required.

Assist the team with the project induction procedures.

Support Staff Team

Liaise with the team to cover temporary absences or help out on office administrative duties when possible.

Project Operations and Communications:Post and Correspondence

- Process incoming and outgoing post
- Process incoming emails, save attached drawings and reports
- Package and stamp outgoing post

Diary Management

- Maintain project diary on Thunderbird

Images / PR

- Liaise with Graphics & Marketing Administrator regarding project images
- Liaise with Graphics & Marketing Administrator regarding project status and news

Project Meetings

- Prepare refreshments (tea & coffee) and organise lunch for meetings
- Tidy meeting room after project meetings
- Attend internal project team meetings (usually weekly)
- Update team action list if required

Document Control

- Distribute drawings and project information via project extranet
- Print and distribute hard copies of drawings and documents.
- Download and upload drawings and project information from the project extranet, and process in accordance with set procedures:

- contractors' shop drawings
- consultants' drawings
- Assist in the preparation / maintenance of architectural documents e.g. room data sheets, drawing issue sheets, document register
- Update drawing clips (physical and digital)
- Supersede and store drawings
- Assist in the issue of Architect's Instructions
- Assist in preparing snagging list
- Archive project material (hard copy and digital)
- Filing & maintenance of filing system / document retrieval
- Download / name digital images
- Keep contact database up to date

General

- Assist in preparation of reports using Adobe Indesign / Word / Excel and Acrobat
- Field project related calls and distribute messages
- Assist in managing other phone calls, the entrance door bell and general enquiries
- Order couriers and taxis
- Take part in the office's rotating duties – Friday lunch maker, chair & clearers, weekly security monitor, and other duties that may be required from time to time

Work Skills & Experience (training will be given if necessary)

- Administrative experience in a similar role is preferred, although not essential
- Educated to at least GCSE level or equivalent standard
- Good English, grammar and spelling
- Good IT skills, including a working knowledge of MS Office Word and Excel, and preferably Adobe Creative Suite
- Typing skills required.

People Skills

- Responsible, pro-active and motivated
- Good administrative and communication skills
- Cheerful and enthusiastic
- Good team player

Terms of employment:

Initially seen as a part time role with salary depending on experience.