

Waldo Works

DIRECTOR'S PA & STUDIO ADMINISTRATOR AT WALDO WORKS

Waldo Works is looking for a PA and Studio Administrator to join its Farringdon office.

Waldo Works are a leading architectural and interior design practice looking for a PA and Studio Administrator to assist the directors and ensure the smooth running of their studio. This is a great opportunity to become part of a friendly team in a busy working office.

The ideal candidate will have previous experience of dealing with general administrative duties and will be responsible for, but not limited to:

- booking travel and tickets
- organising meetings
- answering calls and relaying messages
- dealing with couriers and post
- assistance in book keeping
- maintaining an ordered and coherent sample library
- working across teams and in conjunction with other members of the team
- implementing and maintaining organisational strategies efficiently
- dealing with clients either face to face, over the phone or via email

The candidate should be self-motivated, confident and resourceful. They should have excellent communication and organisational skills and be willing to assist the design teams. You will need a good understanding of the relevant scheduling, presentational and documentation software, with very strong written and verbal communication skills. Literacy in Mac and Apple software is a plus.

It is important to note that this is not a designer role, but a role in which to assist and facilitate the directors and designers in organisational matters.

If you think that this could be the job for you, we look forward to receiving your concise cover letter, with an accompanying CV highlighting your relevant experience and skills in a PDF format. To apply, please email your application to [**vacancies@waldoworks.co.uk**](mailto:vacancies@waldoworks.co.uk)

Due to a high level of response anticipated, we may not be able to respond to every application received but thank you for your interest in the role.

No agencies please.

Waldo Works is an equal opportunities employer.