BRANDEAUX RODEL LIMITED

Job Description

Job title: Studio Administrator/PA

Responsible to the Design Director

This is a full time position. The candidate must be eligible to work in the UK.

Remuneration: Negotiable dependent on experience.

This is an exceptional opportunity for a very skilled administrator with proven experience. Our intimate studio team of 4 people work on prestigious projects in the UK and internationally. The company seeks a well-rounded, enthusiastic, organised and capable individual to fill the role of Studio Administrator/PA.

Responsibilities would include, but would not be limited to:

**Studio Administration**

* Co-ordinate the day to day running of the studio on all levels including maintaining all office records.
* Managing office supplies, maintaining equipment and facilities.
* Control of office premises costs.
* Maintaining computer and physical files
* Paying office expenses
* Handling telephone enquiries, visitors to the studio, couriers and other tradespeople.
* Dealing with incoming and outgoing mail.
* Providing hospitality and refreshments and a welcoming atmosphere, in line with the workings of a small intimate office atmosphere.

**Project co-ordination**

* Raising purchase orders (using Estimac), progress chasing, and verifying correct receipt of goods.
* Preparing invoice approval sheets for payment of invoices.
* Maintaining project files, drawings etc. within the computer system and keeping all files up to date.
* Assisting Design Director as required
* Storage and shipping activities.

**Accounting**

* Maintaining bank account and petty cash records.
* Submitting VAT returns.
* Bank reconciliations
* Checking credit card statements

**PA Role**

* Maintain Owners and Directors diary in a proactive manner.
* Assist in email correspondence
* From time to time running errands
* Co-ordinate travel arrangement and provide itineraries
* Minute taker if required.

**Essential skills**

* Proven experience demonstrating excellent level of organisation, structure, discipline, and responsibility and attention to detail in all areas.
* Plan manage and collaborate as a team player in a small team environment and be self-motivated and organised.
* Discretion on all company matters, including those relating to clients and the Owner and Director.
* Fully IT knowledgeable.
* Able to take direction, and give feedback and observations with a positive attitude.

**Desirable**

* Understanding, keen interest and love of art, in the creative environment of interior design.
* Some design/project management knowledge

**To apply please email a short covering letter and CV to steven@brandeauxrodel.com**