

Job Description: Project Administrator

Reports to: Associate

Location: London

Introduction

Eric Parry Architects design and create high-quality, people-focused, sustainable buildings that enhance their surroundings. We listen closely to our clients' ambitions and needs and collaborate to meet every project's particular challenge with our most creative and imaginative responses.

The Role

As a Project Administrator at Eric Parry Architects you will support the architectural teams in the delivery of our projects. You will work with teams of different sizes and will have a variety of administration duties. You will work independently and as part of a team to organise and prioritise workflows to ensure deadlines are met.

Key Responsibilities

Client & External Stakeholders

- Contribute to positive client relationships
- Support meeting organisation via diary management
- Prepare and procure refreshments ahead of meetings
- Post meeting ensure meeting room is cleared and ready to use by others
- Manage, file correspondence to/from contractors and inform managers as necessary
- Manage correspondence to/from consultants keeping managers informed

Technical Areas

- Provide support to projects at all stages
- Awareness of the Deliverables Schedule and responsible for ensuring the issue sheet is kept up to date
- Understand the importance of workflows
- Liaise with Quality Manager to ensure the quality standards are being adhered to.
- Keeping records up to date on document management system and issuing information as required
- Co-ordinating quality controls
- Raise queries with the Architect or Project Architect

Internal Team

- Diarise routine meetings according to timing and frequency and confirm attendance making necessary arrangements
- Understand or have knowledge of projects' basic information (i.e. main consultants' teams, client, project manager's names and contact details and EPA team structure)
- Inform and update the team on project developments
- Form positive relationships with team members
- Take a proactive approach to learning and development
- Complete timesheets accurately & in a timely manner

Practice Activities

- Uphold the reputation of the practice at all times
- Read and understand the Company Safety Policy and work within accordance of its requirements.

The above is not an exhaustive list of duties and you may be expected to perform different tasks within the practice.

Key Skills and Experience

- Proficient in Microsoft 365
 - Strong attention to detail and accuracy
 - Ability to prioritise and manage time effectively
 - Ability to work independently and as part of a team
 - Excellent communication skills
 - Exceptional organisation skills with the ability to multi-task
 - Ideally have administrator experience in a related field
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