

remi c.t. studio

Full Time Position



Information

Job Title	Office Manager
Location	London
Hours	9:00 to 18:00
Salary	£32,000 p/a
Deadline	Thursday, 29th February 2024

The Role

The Office Manager will play an integral role in the daily running of the Studio. The successful candidate will lead the administrative and operational aspects of the practice including but not limited to, external partner and client liaison, resourcing, strategy and internal/external communications.

The role will be working closely with the Founder and Studio Director as well as the Accounts Manager and project leads.

About the Studio

Remi C.T. Studio is a London-based architectural design studio with an international reputation for context-specific design schemes that combine contextual sustainability and lifestyle. Recent projects include FC Satellite Campus, Norlington Works and Rice City House.

Key Responsibilities

- Developing and implementing improved organisational processes
- Deputise for Founder and Director in staff management
- Overall operational lead for the Studio
- Liaising with staff, suppliers, and clients
- General office administration
- Financial administration support
- Document Control - Editing, researching, and writing articles, bid documents, award submissions, and other texts
- Follow up with clients on new business opportunities and leads under the direction of the Director
- Assisting with content creation for all online and offline marketing channels including blog writing
- Managing digital platforms
- Nurturing relationships with publicists/publications and networking



within the industry, preparing and sending out press and bid packs

Essential

- Experience in a Operational Role process-driven role
- Knowledge of digital design software, such as Adobe Suite
- Software skills – Microsoft Office (essential), Indesign (essential).
Training can be provided if required
- Good organisational and numerical skills
- Ability to shift from project to project quickly
- An interest in understanding the architectural process in the office and on-site
- Excellent written and spoken English is required

How to Apply

To apply, please submit a CV and cover letter as two separate PDFs to info@remict.com. In your cover letter please ensure you have specified your period of availability, and your eligibility to work in the UK. Your cover letter should state clearly why you are interested in working at Remi C.T. Studio, and what you would bring to this role. Please name each file with your full name.

The deadline for applications is 6 pm, Thursday, 29th February 2024.

Due to the volume of applications we are only able to respond to shortlisted candidates. We ar grateful for your applicates.