

Studio Administrator

Discipline: Operations & Administration
Availability: January 2023
Position: Full Time Employee
Location: Melbourne, Australia

The Position

We're looking for an outstanding Studio Administrator to support the Studio Manager in the smooth running of our fast-paced studio.

This is a varied and 'hands on' role, where you will be involved in keeping the studio running efficiently, from general admin to supplier management, to helping organise events, as well as assisting with recruitment and providing ad-hoc marketing support. You must be self-motivated, proactive and highly organised with a positive outlook, whilst being a clear communicator. Thus enabling our design teams to concentrate on producing the highest quality work, and ensuring that our studio environment is one that proudly reflects who we are.

The role is hybrid, with minimum 3 days a week in the studio.

Responsibilities

- Maintain efficiency of studio facilities, ensuring immaculate studio presentation and cleanliness, and that stationery, design and printing supplies are maintained.
- Ensure studio telephone is answered promptly, communicating phone messages to the relevant person.
- Manage greeting guests, ordering lunches and organising day-to-day functions within the studio
- Maintain and distribute accurate minutes for internal meetings.
- Manage studio calendars for annual leave, events and birthdays, ensuring people's whereabouts are clearly communicated.
- Assist with organising studio socials and cultural events.
- Assist with recruitment, organising and monitoring training requirements and professional development.
- Assist with monitoring that all staff timesheets are completed, ensuring all leave types are accurately tracked and communicated to the bookkeeper.
- Assist with managing staff expenses and receipts, and supporting the bookkeeper when required.
- Manage site requirements and PPE, and ensure studio risk assessments and health + safety training is performed and up to date.
- Be the first point of contact for IT queries, managing the equipment asset register and ensuring staff are fully equipped for office and home-working set-ups.
- Maintain the contacts database, ensuring project details, tagging and user information is accurate and up-to-date.

- Liaise with Admin team in NZ and UK to ensure that Maynard global policies and procedures are consistently communicated and applied across all studios.

Skills & Experience

- Experience in a similar role in a design related practice is preferable, but a really proactive, positive attitude and desire to get stuck in is the best skill we can ask for!
- Extremely organised and thorough, with a strong attention to detail.
- Collaborative and responds well under pressure, whilst also being able to work autonomously.
- Experience with financial or project management software, such as Xero, CMap or other CRM system, nice to have.
- Experience with Adobe InDesign preferable, but training will be provided.
- Excellent written, spoken and interpersonal communication skills.
- Fluent in English verbal and written; other languages beneficial.

Reporting

Reports directly to the Studio Manager in Sydney, as well as maintaining effective communication with the other studio teams in New Zealand and the UK.

About Maynard

Maynard is a multi-disciplinary design practice with offices in Sydney, Melbourne, Tāmaki Makaurau Auckland, and London. Together our team provides a unique combination of design expertise spanning the disciplines of wayfinding, graphic and information design, and product design. We are focused on designing for people, the places they inhabit and the products and interactions that will improve their daily lives. We call it social design. Communication and teamwork is key to making things happen, and that is at the core of how we work.

Maynard is an equal opportunities employer. We offer a flexible and supportive studio environment to enable our staff to grow and to establish long-lasting careers within the organisation.

Apply

Please email your CV to jobs@maynard-design.com with the subject "Melbourne: Studio Administrator."