

## Studio Administrator

**Discipline:** Operations & Administration  
**Availability:** January 2022  
**Position:** Full or Part Time Employee  
**Location:** Tāmaki Makaurau Auckland

### The Position

The role of the Studio Administrator is at the very heart of the company. They are the first point of contact for clients and therefore communicate the essence and values of the business, whilst making sure the company is running smoothly, and that our work environment is one that proudly reflects who we are.

This is a varied and 'hands on' role, which requires you to be self-motivated, proactive and highly organised. You must have a positive outlook with the ability to prioritise, enabling our design teams to concentrate on producing the highest quality work.

### 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.
- Maintain and distribute accurate minutes for internal meetings.
- Assist with recruitment including liaising with recruiters.
- Assist with monitoring of resourcing.
- Assist with organising and monitoring training requirements and professional development.
- Manage booking of any travel and accommodation.
- Monitor Director's and studio calendars.
- Assist with preparation of internal reports, maintaining CV documents and case studies.
- Manage site requirements and PPE, and ensure studio risk assessments and health + safety training is performed and up to date.
- Assist with managing staff expenses and receipts, and liaising with bookkeeper on payroll, general financial enquiries and annual leave admin.
- Manage on and off-boarding of new employees and freelancers, including managing IT accounts.
- 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.
- Liaise with branding and marketing teams to maintain company profile, assist with ad-hoc marketing activities.
- Assist with organising studio socials and cultural events.

### Skills & Experience

- Experience in a similar role of managing administration in a design related practice, approx. 3-5 years.
- Extremely organised and thorough, with a strong attention to detail and proven time management skills.
- Proactive, collaborative and responds well under pressure, whilst also being able to work autonomously.
- Experience with financial or project management software preferable, such as Xero, CMAP or other CRM system.
- Experience with Adobe InDesign preferable.
- Excellent written, spoken and interpersonal communication skills.
- Fluent in English verbal and written; other languages beneficial.

### Reporting

Report directly to the Director, and Studio Manager in Australia, as well as maintaining effective communication with the entire studio team worldwide.

### About Maynard

Maynard is a multi-disciplinary design practice with offices in Tāmaki Makaurau Auckland, Sydney, Melbourne 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, and we work in many sectors from large transport and urban realm schemes through to more bespoke cultural projects and placemaking initiatives.

We enjoy working with other disciplines and have long term relationships with high-profile architects and engineers, as well as specialist manufacturers. 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](mailto:jobs@maynard-design.com) with the subject "Auckland: Studio Administrator."