

## Studio Administrator/PA

**Discipline:** Operations & Administration  
**Position:** Full Time Employee  
**Location:** London, UK

### The Position

We're looking for an outstanding Studio Administrator/PA to support the Managing Director and Operations Manager in the smooth running of our fast-paced studio.

This is a varied and 'hands on' role, where you will not only be providing PA support, but you will also be involved in keeping the studio running efficiently, from general admin to research projects, to helping with events management. You must 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, 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 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 organising and monitoring training requirements and professional development.
- Manage booking of any travel and accommodation.
- Monitor MD's inbox and diary, and offer general support.
- 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, annual leave reporting and occasional invoicing support.
- 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, and managing the studio calendars.

### 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 to anything and everything 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, nice to have.
- Excellent written, spoken and interpersonal communication skills.
- Fluent in English verbal and written; other languages beneficial.

### Reporting

Report directly to the Managing Director and Operations Manager, as well as maintaining effective communication with the entire studio team worldwide.

### About Maynard

Maynard is a multi-disciplinary design practice with offices in London, Auckland, Sydney and Melbourne. 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.

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

Email your CV and Cover Letter to [jobs@maynard-design.com](mailto:jobs@maynard-design.com) with the subject "London: Studio Administrator/PA"