



## Studio Co-ordinator/Receptionist located in our Birmingham Office

**Chetwoods is an architectural practice with UK offices in London, South Staffordshire and Birmingham, with others in Germany & China.**

**We are looking for a studio co-ordinator/receptionist to support our Birmingham office. This is a varied role and is a great opportunity for someone looking to work within a creative environment.**

The successful candidate will be the first point of contact for visitors, clients and staff so will need to ensure the smooth running of the space and be committed to maintaining an excellent first impression for all visitors to the practice. They must have an excellent eye for detail, can-do attitude and show a high level of initiative as well as being confident with excellent communication skills.

### Key responsibilities:

- Helping to ensure the smooth day-to-day running of the office, managing all general office areas and front of house areas, maintaining a high standard of tidiness
- Reception duties; including answering calls, forwarding messages and directing calls, greeting clients
- Preparing meetings, managing meeting room availability for the office, and setting up for meetings including arranging refreshments/lunches
- Managing office supplies, equipment, stationery/cleaning materials
- Managing the Chetwoods 'Contacts' email inbox
- Booking couriers and updating the courier tracker
- Sorting and distribution of incoming mail/outgoing mail
- Diary management and booking travel/accommodations when necessary
- Assisting others with the administration tasks within the Chetwoods Quality Assurance (QA) system
- Assisting the finance department with some general day-to-day monitoring, including petty cash
- Health & Safety testing weekly and monthly
- Maintaining holiday chart and entitlement
- Keeping kitchen area stocked and tidy, operating dishwasher on a daily basis
- Scanning, data entry and filing
- Maintaining and updating company databases and InDesign documents (Team Tree, CVs, project profiles)
- Updating office policies as needed
- Supporting the management team with general administration
- Assisting with updating HR documents/databases/IT/new starters



- Supporting marketing director with marketing activities/administration/document preparation including attending internal and external marketing events
- General research on behalf of the business and projects
- Handling queries and problem solving
- Other ad hoc duties

#### Key skills & experience:

- Prior studio coordinator/reception experience would be preferred, ideally within a creative or design environment
- Exceptional organisation and time management skills with the ability to multitask
- Excellent written and verbal communication skills
- Strong work ethic and attention to detail
- Interest in architecture and design desirable
- Eagerness to get stuck in and help wherever needed
- Advanced Microsoft Office skills
- Proficiency with Adobe Suite desirable

#### Salary

Salary negotiable depending on experience

#### To Apply

Please send your CV to [Claire Howell](#) with a covering letter. We are only able to respond to candidates we invite for interview, but we keep CVs on file for 6 months and may get in touch at a later stage.

No agencies at this time please

[www.chetwoods.com](http://www.chetwoods.com)

Chetwoods prides itself on being an equal opportunities employer and all candidates will be treated fairly regardless of age, race, sex or disability.