

Personal Assistant to Directors

6a architects is looking for a thoughtful, diligent and proactive PA to support the directors and wider studio in the daily running of a busy architecture practice.

The position is integral to the studio and the successful individual will work closely with the two founding directors and colleagues, providing administrative assistance across a range of projects. German language skills will be considered favourably, as one of the directors teaches at ETH Zurich in Switzerland. The role will suit someone with a genuine passion for architecture and/or the arts and who is keen to be at the heart of an internationally minded and creative environment.

Core hours: 9am – 6pm, Mon – Fri, Full Time

The PA role is multi-faceted with a range of responsibilities, including but not limited to:

PA Responsibilities

- Arranging domestic and international travel for the directors and studio members
- Scheduling meetings and managing the directors' diaries in Outlook
- Drafting and responding to correspondence on behalf of the directors
- Editing essays, lectures and other texts
- Assisting with Swiss university arrangements (scheduling visiting lecturers, external events, etc.)
- Assistance and management of project-related and general tasks

Project Administration & PR Coordination

- Researching, writing and formatting pitch documents
- Coordinating text and image assets from colleagues
- Liaising with an external PR firm to ensure the accurate and timely supply of press assets
- Coordinating and submitting project tender and award applications online
- Layout and production of practice literature (profile booklets, project pamphlets etc) in InDesign.
- Coordinating and assisting with press events
- Regularly updating the website
- Contributing to architectural projects in a variety of forms

Studio Support

- Answering calls and taking messages for colleagues
- Acting as gatekeeper, screening all calls and requests to directors
- Preparing for studio visits and meetings
- Taking minutes, typing up notes and distributing actions

The successful applicant will have the following skills and attributes:

- Previous experience in a similar role (minimum of two years)
- Strategic, highly organized and pro-active
- An ability to manage multiple tasks and diaries with changing priorities and deadlines
- The ability to act with discretion at all times
- Strong writing skills and close attention to detail in all work
- A genuine interest in and enthusiasm for architecture, the arts and the wider world
- Adobe InDesign skills (other Creative Suite skills useful)
- Emotional intelligence in dealing with people
- German language skills are an advantage, but not a requirement

TO APPLY, PLEASE SEND A CV (NO MORE THAN 2 PAGES) AND A SHORT COVERING LETTER DEMONSTRATING HOW YOU MEET THE CRITERIA OUTLINED ABOVE TO: POST@6A.CO.UK

Interviews will be conducted on a rolling basis, so early applications are advised.

Salary will be commensurate with experience and skills.

6a architects is an equal opportunities employer and values diversity in all forms.