

## Studio Administrator

### dpa lighting consultants, Clifton, North Oxfordshire

#### Introduction:

dpa lighting consultants are an independent lighting design consultancy, with studios in Oxfordshire, London, Edinburgh, Dubai and Japan with a highly experienced team of designers from a variety of design disciplines. We are looking for a Studio Administrator, ideally with 1 or 2 years office experience, to join our small friendly studio in Clifton, North Oxfordshire.

#### Duties Include:

##### Overview

- To provide general administration support to the design team within our Clifton studio and existing administrative team.

##### General Administration Support to the Clifton Studio

- General administration support to the Clifton design team, including the preparation of fee proposal documents to bid for new projects produced in InDesign, update and edit luminaire and control schedules in Excel, photocopying, organising couriers, greeting visitors as well as ad-hoc typing. Full training on using InDesign and other Adobe software will be provided.
- Answer enquiries to the Practice by email and telephone in a professional and timely fashion.
- Travel coordination for the team, to include organising flights/hotels/airport parking/travel insurance etc.

##### Design Support to the Clifton Studio

- General design support to the Clifton design team, including the preparation and editing of drawings in AutoCAD format, preparation and editing of schedules in Excel format and image-based preparation of presentations in InDesign.
- Document control and electronic file organisation.

Cont/d

## **Personal Specification**

### Essential:

- Excellent working knowledge of Microsoft Office, to include Word, Excel and PowerPoint.
- Accurate keyboard skills.
- Strong communication and interpersonal skills, including a high standard of written and spoken English.
- A confident, friendly, and helpful manner. Ability to build strong working relationships with fellow colleagues and work collaboratively, at times, as part of a team.

## **Working Hours, Salary and Benefits**

### Working Hours:

37.5 hours a week within our Clifton studio Monday to Friday, some flexibility may be required occasionally to meet the demands of the business, please note that this is not a home-based role.

### Salary and Conditions:

Remuneration will be commensurate with experience and includes bonus opportunities.

20 days annual leave plus 3 days at Christmas and all public UK bank holidays.