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# Projects & Team Assistant Job Description

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Date 01 07 24

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## *Reporting to managers*

### **Workshop and Competition tasks**

- Liaise with clients, competitors and the MRC team to schedule meetings
- Set up, host and record online meetings, including circulating calendar invitations and attendees' lists
- Take accurate notes during client/prospective client meetings and workshops
- Produce feedback, action points (minutes) and reports from the meeting/workshop notes
- Draft workshop agendas for client and competitors
- Assist with preparing, assembling and filing project documents
- Undertake other miscellaneous support tasks relating to workshops/meetings/projects
- Log competition entries, collate Q&A and liaise with MRC team and client to respond to queries
- Assist with compliance checking, with preparing and issuing compliance reports
- Help with general competitor correspondence and coordination
- Collate and file information received from competitors and clients and keep up-to-date records including version control

### **General**

- Undertake general and project-related research
- Proofread and check competition documentation
- Answer the phone, deal with general and client enquiries
- Book travel and prepare travel risk assessments for colleagues
- Support social media content
- Greet visitors to office
- Buy office supplies and book meeting spaces
- Manage post and carry out associated tasks
- Be the Fire Liaison contact; be first aider – training provided
- Support the rest of the team as necessary

### **Skills, experience & qualifications**

- Accuracy and attention to detail, particularly note-taking
- Efficiency, methodical approach and ability to work under pressure
- Interpersonal skills
- Fast reading skills, ability to absorb information at speed and numeracy
- Good working knowledge of Microsoft Office including PowerPoint, Word, Excel and Outlook, as well as video-conferencing platforms including Zoom, Microsoft Teams, Webex and Google Meet
- Demonstrable and proven administrative skills
- Educated to degree level or equivalent

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## Approach

- Hard-working with persistence and initiative
- Ability to handle multiple projects simultaneously
- Positive, helpful team player attitude
- Ability to work on own initiative and meet deadlines
- Enthusiasm for design and architecture – an advantage

## Standards

- Comply with all Health and Safety requirements as directed by the company
- Conform to the agreed company dress code
- Conduct business in an ethical manner with all clients

*This job description is a guide to the nature of the work required in this role. It is not wholly comprehensive or restrictive and does not form part of the contract of employment.*