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# Job Description: Projects Administrator

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Date 24/05/22

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Reporting to senior managers

## Project

- Organise and attend site visits and office visits in the UK and overseas
- Organise and attend design workshops, meetings (in the UK, overseas and online) and draft accurate reports
- Produce documents including letters, agendas, memos and minutes and distribute as required
- Liaise with clients, juries, architect teams and subcontractors
- Help with project processes, including issuing downloading, checking and recirculating materials
- Support and undertake research activities associated with competition projects, including identifying architect long-lists, sourcing their contact details and capturing in well-designed and easy-to-understand presentations
- Support Technical Panels on review of design submissions
- Oversee and monitor arrangements for overseas and UK visits; book travel (via travel agent)
- Set up and maintain project folders and electronic filing, including updating monthly named project information sheets
- Collate project expenses and pass to accountant
- Coordinate the Q&A process
- Be responsible for compliance checking across all projects: undertake compliance checking and logging of competition entries; prepare and issue compliance reports
- Ensure competition close-out at the end of the process, including archiving all competition materials
- Support on procurement issues
- General project administration and information gathering as required
- Support the team as needed; report and communicate daily/weekly progress on projects

## General

- Manage suppliers and contracts eg cleaning and office equipment
- Assist with updating Staff Handbook
- Take responsibility for Health and Safety – producing necessary documents and carrying out workplace risk assessments
- Be the Fire Liaison contact
- Be first aider – training provided

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### Skills

- Previous administrative experience, ideally in architecture and/or aligned professions
- Accuracy and attention to detail, particularly note-taking
- Good organisational skills
- Fast reading skills & ability to absorb information at speed
- Interpersonal and communication skills
- Numeracy
- Good working knowledge of Google Workspace and Microsoft Office including Word, Excel, PowerPoint and Outlook
- Strong education - to degree level or equivalent vocational qualification
- Experience of the architectural/construction industry (including procurement) desirable but not essential.

### Key attitudes of mind

- Hard-working with persistence and initiative
- Ability to handle multiple projects simultaneously
- Positive and team player attitude – no job too big or small
- Willingness to travel internationally
- Ability to work on own initiative, meet deadlines and work on several tasks at once
- An enthusiasm for design and architecture

### 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*