

ASSEMBLE

We are looking for an Office & Facilities Manager to join our friendly 16 person, collectively managed design practice Bermondsey, London. The Office & Facilities Manager will take a lead on the day-to-day administration of the practice, working closely with the Management Group, a group of four Assemble Members which rotates annually and looks after the majority of the on-going management of the practice. Alongside this, the Office Manager will provide on-going administrative support to our Finance Manager and to individual projects as and when required.

The Office & Facilities Manager will also support the running of Sugarhouse Studios, the multidisciplinary studio building we set up and where we are based. Our 50 tenants include carpenters, stonemasons, printmakers, textile designers and musicians, and there are facilities for woodwork, metalwork and ceramics managed by the tenants.

We are committed to diversity in practice and welcome applications from individuals seeking flexible working terms, and from individuals with any professional and educational background provided they can demonstrate a suitable range of applicable experience. The Office & Facilities Manager will join in shared office life, have access to workshops for their own use within reason, take part in daily communal lunches (all dietary requirements catered for) and office wide design reviews.

About Assemble

Assemble are a young art, design and architecture practice. We champion a working practice that is interdependent and collaborative. Our work spans from organisational development and design through to construction. For more information about Assemble and our work, please visit our website, www.assemblestudio.co.uk.

- Contract type: Full time contract with three-month probationary period extendable to 6 months.
- Hours: Monday – Friday 9am - 6pm
- Salary: £23,500
- Annual Leave: 28 days holiday entitlement pro rata, including bank holidays, excluding office closure 25th - 31st December inclusive.
- Location: Assemble, Sugarhouse Studios, 19 Collett Road, London SE16 4DJ
- Applications: By email to info@assemblestudio.co.uk by 12pm, 21st July 2017, with "Office and Facilities Manager" as the subject line.
- Materials: CV on 1-2 sides of A4 with short single page covering letter. Please note we will only accept digital applications.
- Start date: Flexible, but candidates unable to start within one month of receiving an offer should indicate this clearly in their covering letter.
- Interviews: Interviews will be offered on the 1st and 2nd of August between 9am - 12pm. Any candidates with restricted availability during these times should indicate this clearly in the covering letter.
- The Role: Incoming Enquiries
- Receive, organise and deliver incoming post.
 - Check Assemble's general inboxes daily, including general enquiries, press, new work and talk requests.
 - Handle initial communications
 - Review, condense all enquiries regarding new work, talks, workshops, press and requests by students and researchers, asking for more information and clarifications where needed.
 - Present all the collated information on to the responsible Assemble member in time for weekly review.
 - Answer the phone and the door intercom.
- Office Management
- Keep stock of office supplies and order new materials when required.

- Look after office equipment, including printers, scanners etc, organising repairs, spare parts and consumables as and when necessary.
- Look after documentation equipment, including cameras, camera equipment, audio recorders, etc, Check equipment in and out of the office, report and replace any missing or damaged equipment.
- Oversee digital archiving of project and office information and records
- Oversee digital archiving of documentation, including maintaining image and video library
- Occasionally attend and take minutes at external and internal meetings
- Assist the financial manager with the processing of expenses and receipts, including data entry and generating simple reports
- Occasionally organise travel and / or accommodation for Assemble members

Management Group Support.

- Download and process timesheet data weekly, include entering timesheet information into project reporting forms.
- Receive and compile project updates sent by Management Group members ready for the weekly management meeting.
- Attend Management Group weekly meetings, taking and then circulating minutes and actions.
- Support Management Group members with one-off administrative and organisational tasks as and when required
- Schedule and organise Quarterly Management Meetings, including working with the Management Group to prepare agendas, compile and circulate advance papers and schedule sessions.
- Attend Quarterly Meetings, take and circulate minutes and actions.
- Support the Management Group to organise Annual General Meeting.

Sugarhouse Studios Management

- Dealing with tenant enquiries and issues
- Arrange building cleaning and maintenance
- Order consumables
- Manage use of the project / front of house space.

We politely request no inquiries by phone or in person.