



Office Manager

Contract Type:	Ongoing and full-time
Salary:	£28K-£32K depending on experience
Responsible to:	Director
Location:	Camden Town, North London
Advertised from:	13 th June 2016
Applications by:	28 th June 2016
Interviews:	5 th -12 th July 2016
Start date:	19 th August 2016

The Practice

David Kohn Architects was established in 2007 and has garnered international recognition for the quality of its design. The practice's work ranges from collaboration with artists to public spaces, from historic building renovation to urban strategies. The largest project in the office is currently a £30M quad for New College, Oxford. The practice is a team of fifteen and over the next five years aims to grow organically, continuing to take on larger, more complex projects. The office atmosphere is friendly with regular social events, annual field trips and a bonus scheme.
www.davidkohn.co.uk

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The Role

DKA is looking to appoint an Office Manager to support the day-to-day running of our new office in Camden Town. The role will report to the Director and join the practice management team that meets weekly. There is the opportunity for the role to grow with the practice and to take management of a small team.

Key Responsibilities

- Managing day-to-day office finances and liaising with accountant;
- Preparing monthly management reports for the Director and management team;
- Eventually managing a small office administration team;
- Maintaining day-to-day office systems, libraries and archives;
- Contributing to Quality Assurance processes and attaining ISO accreditation;
- Managing recruitment process from adverts to interviewing to induction;
- Overseeing HR, staff reviews, timesheets and liaising with our employment consultant;
- Ensuring legal, regulatory and accreditation processes are up to date;
- Supporting Director with diary management and travel arrangements.

Previous Experience and Knowledge

- Preferably two years working at an architecture practice in a similar role. Otherwise, similar experience in a SME;
- Graduate with evidence of excelling in area of competence.

Skill and Abilities

- Attention to detail, fastidious;
- Proactive in driving improvements in office management;
- Prepared to manage others and give instruction;
- Financial literacy ranging from invoicing to budget management;
- Capacity to prioritise effectively and work to deadlines;
- Ability to work both independently and in a team;
- IT literacy in MS Office (Excel, Word, Powerpoint) and Adobe InDesign preferably on Mac;
- Confident, affable and open to working in a dynamic, changing environment.

How to apply

Applications should be made simultaneously in hard copy and by email and include the following:

- A cover letter explaining how you meet all the criteria for the post, and why you want to work for DKA;
- CV detailing previous experience and qualifications;
- Post or hand deliver hard copy to: Jon Foley, David Kohn Architects, Bedford House, 125–133 Camden High Street, London NW1 7JR. Mark as 'Office Manager Recruitment';
- Email a single PDF no bigger than 3MB to Jon Foley at recruitment@davidkohn.co.uk Mark the subject line to the email 'Office Manager Recruitment';
- Address queries to Jon Foley by email: recruitment@davidkohn.co.uk;
- We will only be able to enter into correspondence with shortlisted candidates;
- David Kohn Architects is an Equal Opportunities Employer.