



### Practice Manager

Contract Type:	Ongoing and full-time
Salary:	£35 – 40 K depending on experience
Responsible to:	Practice Associate
Location:	Camden Town, North London
Advertised from:	18 <sup>th</sup> August 2017
Applications by:	8 <sup>th</sup> September 2017
Interviews:	11 <sup>th</sup> - 22 <sup>nd</sup> September 2017
Start date:	23 <sup>rd</sup> October 2017

### 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 new quad building for New College, Oxford. The practice is a team of nineteen 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](http://www.davidkohn.co.uk)

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125–133 Camden High Street  
London NW1 7JR  
+44 (0)20 7424 8596  
[info@davidkohn.co.uk](mailto:info@davidkohn.co.uk)  
[www.davidkohn.co.uk](http://www.davidkohn.co.uk)

### The Role

DKA is looking to appoint a Practice Manager to support the day-to-day running of our office in Camden Town. The role will report to the Practice Associate and will 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

- Responsible for team wellbeing and overseeing HR, staff reviews, timesheets, recruitment (from adverts to induction) and liaising with our employment consultant. Always looking for ways of improving communication and cohesion amongst the team;
- Managing day-to-day office finances, liaising with accountant and setting annual financial targets by preparing the budget;
- Preparing monthly management reports for the Director and management team;
- Maintaining day-to-day office systems, libraries and archives;
- Contributing to Quality Assurance processes and attaining ISO accreditation;
- Ensuring legal, regulatory and accreditation processes are up to date;
- Be an active member of the management team, by contributing to the strategic planning of business objectives, in order for the practice to achieve long term stability and development;
- Work with the Practice Associate on the sales and marketing strategy for the business and maintain company brochures and social media accounts. Send out quarterly newsletter;
- Supporting Director with diary management and travel arrangements;
- Eventually managing a small office administration team.

**Previous Experience and Knowledge**

- Minimum 5 years working as Practice Manager in the creative industry;
- Experience with sales/ marketing preferred;
- Experience with ISO 9001 accreditation preferred.

**Skill and Abilities**

- Excellent written and verbal skills
- 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;
- Able to engage and interact with and represent the business to multiple stakeholders;
- 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: Alice Dell'Orco, 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 Alice Dell'Orco at [recruitment@davidkohn.co.uk](mailto:recruitment@davidkohn.co.uk). Mark the subject line to the email 'Practice Manager Recruitment';
- Address queries to Alice Dell'Orco by email: [recruitment@davidkohn.co.uk](mailto:recruitment@davidkohn.co.uk);
- We will only be able to enter into correspondence with shortlisted candidates;
- David Kohn Architects is an Equal Opportunities Employer.