Eric Parry Architects

Job Description: Project Administrator

Reports to: Quality Manager

Location: London

Introduction

Eric Parry Architects is a design-led architectural studio of approximately 90 people. We are a diverse and creative team, designing high-quality, people-focused and sustainable buildings that enhance their surroundings. By listening closely to our clients' ambitions and working collaboratively, we respond to the unique challenges of each project with thoughtful, imaginative design.

We value a supportive and sociable studio culture. Teamwork and camaraderie are central to how we work, and we make time to celebrate our achievements together. Our social team organises a varied programme of events throughout the year, helping to make the studio an enjoyable and welcoming place to work. We are committed to supporting our people's wellbeing, development and career progression.

We also believe in supporting the next generation of architects and contributing to architectural education. Through work experience opportunities and partnerships with institutions including the London School of Architecture (LSA) and the Architectural Association (AA), we aim to share our experience, encourage new perspectives and help widen access to the profession.

The Role

Project Administrator

As a Project Administrator at Eric Parry Architects, you will support our architectural teams in the successful delivery of projects. Working with teams of varying sizes, you will provide a range of administrative and project coordination support.

You will work both independently and collaboratively, organising and prioritising tasks to help ensure that project requirements and deadlines are met. The role plays an active part in project coordination and supports the practice's quality management processes. ISO 9001 and ISO 14001 accreditation underpin our systems, and you will contribute to maintaining and developing these standards.

Key Responsibilities

Client & External Stakeholders

- Contribute to positive client relationships
- Support meeting organisation via diary management

- Provide general administrative and logistical support for the meetings, including room preparation and hospitality arrangements as required
- Manage and file correspondence in accordance with agreed document control processes to/from clients, design team and contractors and inform managers as necessary

Technical Areas

- Provide support to projects at all stages
- Understand the purpose of the Deliverables Schedule and support its administration by maintaining accurate issue records, monitoring relevant information requirements and liaising with the project team.
- Follow established project information and document control workflows, and flag gaps or inconsistencies.
- Supporting compliance with the practice's IMS and quality procedures, while keeping technical checking and approvals with the appropriate project member.
- Keeping records up to date on document management system and issuing information as required
- Managing competing deadlines, communicating capacity constraints and escalating conflict priorities
- Co-ordinating quality controls
- Raise queries with the Architect or Project Architect

Internal Team

- Diarise routine meetings according to timing and frequency and confirm attendance making necessary arrangements
- Understand or have knowledge of projects' basic information (i.e. main consultants' teams, client, project manager's names and contact details and EPA team structure
- Support the communication of project updates provided by the project team and ensure relevant project information and records are maintained and distributed appropriately.
- Form positive relationships with team members
- Take a proactive approach to learning and development
- Complete timesheets accurately & in a timely manner

Practice Activities

- Always uphold the reputation of the practice
- Read and understand the Company Policies and work within accordance of its requirements.

The above is not an exhaustive list of responsibilities. The postholder may be required to undertake other reasonable duties appropriate to the nature and level of the role, in line with the operational needs of the practice.

Key Skills and Experience

- Proficient in Microsoft 365
- Strong attention to detail and accuracy
- Ability to prioritise and manage time effectively
- Ability to work independently and as part of a team
- Excellent communication skills
- Exceptional organisation skills with the ability to multi-task

- Previous experience in an administrative or project support role, ideally within architecture, engineering, construction or a similar project-based environment.
