

## Communications Coordinator, London

### **Come and join us at Price & Myers**

One of our Communications Coordinators of four years is leaving to take on a more senior role. That means a position in our Price & Myers Communications Team becomes available!

We're on the hunt for an enthusiastic communicator to help share the Price & Myers story, both externally and internally. Based in our London studio, you'll need a friendly outlook and a service-driven approach. You'll be an important member of our four-person team with key business-support responsibilities, including supporting our job-winning efforts and social media output.

This is a great opportunity to work with an experienced and tight-knit Communications team, learn, grow your career, and help a well-established engineering practice meet our ambitions.

Price & Myers is a structural engineering practice, established by Sam Price and Robert Myers in 1978. Over more than four decades, we've completed a huge range of projects, from Stirling Prize winners to the more humble. We are designers who help architects and clients bring their vision to life with elegant and efficient engineering. There are about 170 of us across our four studios in London, Oxford, Nottingham, and Manchester.

We need someone who has -

- Strong organisational skills with a meticulous, thorough approach
- Good written and spoken English with excellent verbal and written communication skills. Part of the role involves working with our Communications and Bid Manager to help put together our job-winning bids
- Experience using and managing social media as an engagement tool, in order to better tell the Price & Myers story
- Strong knowledge of MS Word, Excel and Outlook
- Proficient skills in using Photoshop and InDesign to at least an intermediate level
- Working knowledge of AfterEffects/PremierePro a definite advantage
- Working knowledge of Mailchimp/Hootsuite/Vimeo and html fundamentals an advantage
- The ambition to make a significant contribution to the efficiency and success of our practice
- A flexible and positive approach with good time management skills and ability to work to deadlines, both as part of a team and independently
- Confident, friendly, proactive, with loads of common sense
- An interest in building, engineering, architecture, and the arts is a huge bonus. It's pretty much most of what we talk about around here.

If you are interested, please email your CV and cover letter quoting reference 'Communications Coordinator' to Emma Leaper at [eleaper@pricemyers.com](mailto:eleaper@pricemyers.com).

No recruitment agents please.

**Price & Myers are an equal opportunities employer.**

**Contract type**

Permanent, Full Time

**Working hours/days**

37.5 hours/week, Monday – Friday, in line with our flexible working policy

**Salary**

We offer a competitive salary and a generous benefits package