

Receptionist/Administrator, London

It's been more than 40 years since Price & Myers was established and we have now grown to a practice of over 170 - with studios in London, Oxford, Nottingham, and Manchester. We set out with the intention of working with the best architects to produce excellent buildings; we think our portfolio of projects and the clients and architects we have worked with demonstrates that we have been quite good at it. The original Partners also sought to establish a practice with a strong culture – highly skilled and professional, but also caring, supportive, informal and sociable. We have worked hard to maintain this special environment. The quality of our work, and the quality of our working life, are equally important to us. We believe there is a correlation between the two.

We are on the lookout for a Receptionist/Administrator to join our London studio. The receptionist is a vital first point-of-contact for everyone visiting or calling our studio; as such you are an ambassador for our brand, helping to create a great first impression of Price & Myers.

The person we need must have:

- At least two years' experience in a similar role
- Confidence and a friendly, proactive attitude, with loads of common sense
- The ambition to make a significant contribution to the success of our practice
- Strong knowledge of MS Word, Excel and Outlook
- Strong organisational skills with a meticulous, thorough approach
- Good written and spoken English with excellent verbal and written communication skills
- A flexible and positive approach

If you are looking for a chance to build on your career in the Engineering/Design/Construction sector, please email your CV and cover letter quoting reference Receptionist/Administrator to Kayleigh Tongo at ktongo@pricemyers.com

Price & Myers is an equal opportunities employer.