

Project Coordinator/Document Controller, London

Price & Myers has grown in the 40 years since it started, to a practice of over 160 staff, mainly located in London but with smaller studios in Oxford, Nottingham and Manchester. We set out with the intention of working with the best architects to produce excellent buildings; the long list of awards that the practice has won demonstrates that we have been quite good at it. In parallel with this, the original Partners established a practice with a strong culture – highly skilled and professional, but also caring, supportive, relaxed and sociable. We have tried hard to maintain this special environment. The quality of our work output, and our quality of life whilst at work, are equally important to us. Our reputation as great people to work with – and to work for – is crucial.

We are looking for a Project Coordinator/Document Controller to join our London studio. You will need a service-driven approach together with a flexible, positive attitude.

The people we need must have:

- At least two years' experience gained in an engineering/architectural design studio (or similar)
- The ambition to make a significant contribution to the efficiency and success of our practice
- Proficient in A-site, Conject and Aconex, 4 Projects, Dochoosing
- Strong knowledge of MS Word, Excel and Outlook
- Strong organisational skills with meticulous, thorough approach
- Good written and spoken English with excellent verbal and written communication skills
- 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 masses of common sense
- Experience of InDesign would be an advantage but not essential
- Have an interest in building, engineering, architecture, and the arts

If you are looking for a chance to build on your office career in the Design/Construction sector, please email your CV and cover letter quoting reference Project Coordinator/Document Controller to Emma Leaper at eleaper@pricemyers.com. This is a fulltime role with flexible working options.

Price & Myers is an equal opportunities employer.