

Studio Manager / Project Coordinator, Oxford

Price & Myers has grown over the last four decades to a practice of over 160 staff, headquartered in London and 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 worked 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 is crucial.

We are looking for a Studio Manager / Project Coordinator to join our Oxford 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 providing administrative support, preferably gained in an engineering/architectural design studio (or similar)
- The ambition to make a significant contribution to the efficiency and success of our practice
- Experience of document management systems such as Asite, Conject and Aconex, 4 Projects or similar
- 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 Studio Manager / Project Coordinator to Emma Leaper at eleaper@pricemyers.com

No recruitment agents please.

Studio Life

The engineers and support team at Price & Myers come from all over the world and all walks of life. We embrace diversity. We genuinely believe it helps make the practice stronger, and we strive to represent the communities we live and work in. We love the different thinking and diversity of ideas that comes from a broad range of backgrounds. Price & Myers is an equal opportunity employer and we do all we can to accommodate different needs. There is a range of benefits on offer, including flexible working and shared parental leave, and our London studio is fully accessible.

Our studios are open, friendly places to work. Our Partners sit with their teams and are involved in every project, giving help, guidance and support to their engineers. Graduates will find that responsibility for managing projects comes very quickly for those that show aptitude. Wellbeing at work is vitally important and we promote healthy workplaces and offer mental health support. All of our studios are located centrally in their vibrant cities and the numerous good restaurants, shops, bars, pubs and theatres are within easy reach.

The people who work at Price & Myers seek to improve the world we live in and aim to make a positive impact on social value. We are sponsors and supporters of 'Bridges to Prosperity', a global charity designing and building bridges and other key infrastructure in the developing world. We've also had a great deal of fun helping design and build a float with our friends for the London Pride march. We pride ourselves on being ethical employers operating an ethical business too. Our financial reporting and accounts are available and transparent, and we pay our taxes.

Price & Myers is an equal opportunities employer.