



Studio Administrator

London Studio

JTP is an energetic and lively placemaking practice of architects and masterplanners with studios in London and Bristol.

We have an exciting opportunity for an efficient and proactive Studio Administrator with excellent organisational and communication skills to join our busy administration team.

The ideal candidate will have at least two years of experience in an administrative role, preferably within a creative industry. You'll thrive in a varied and busy position, bringing exceptional attention to detail and a calm, professional, and flexible approach.

The role is varied and includes:

- Creating and maintaining personnel records
- Administration of the Recruitment process including:
 - Placing adverts
 - Organising interviews
 - Corresponding with candidates
 - Preparation of documentation for interviews
 - Interview attendance
- Assist with management of practice review and appraisal system
- Typing of HR documentation including annual appraisal forms and review and HR meeting notes
- Assist with HR projects including staff surveys and analysis
- Booking and recording staff training events
- Assist with management of employee engagement platform and Practice App
- Health & safety compliance and certification
- Carbon footprint monitoring and assistance with sustainability initiatives
- Management of practice contacts database system
- Support with Studio facilities management
- Support practice EDI initiatives including management of work experience programme
- Assisting with organisation of internal and external Practice events including annual Office Trip and Christmas Party
- Reception cover

Candidates must have excellent and accurate typing skills (40 wpm), advanced Microsoft office skills and a strong ability to multi-task and prioritise your work. Experience of InDesign and Photoshop would be beneficial but is not essential.

JTP is passionate about placemaking and people. We place great importance on making our studios collaborative, stimulating and enjoyable places to work with amazingly talented teams who have a lot fun along the way.

Our unique approach and investment in people has received high praise, recognised with over 200 design and people-related awards including being named AJ100 Employer of the Year 2019 and Highly Commended 2021, and a Sunday Times 100 Best Medium Company to Work for 2021 and Best Companies Two Star 'Outstanding' Accreditation in 2024.

In return for your enthusiasm and dedication we can offer you a great place to work, competitive salary, 25 days holiday (plus 3 additional days at Christmas), performance related bonus and other benefits.

Please send your covering letter, CV and portfolio to Eve Denney at careers@jtp.co.uk

By submitting your application you are providing JTP with your full consent to process, manage and retain your personal information for the purpose of considering you for potential employment. Full details of our Privacy Notice can be found on www.jtp.co.uk/careers

Find out more about us on <http://www.jtp.co.uk> or follow us on [LinkedIn](#) or [Instagram](#).

JTP is an equal opportunities employer and welcomes applications from all sections of the community. JTP has an Equality, Diversity and Inclusion Charter that sets out our commitment to create and equal, diverse and inclusive workplace. Read more [here](#).