

## STUDIO ASSISTANT (WITH RECEPTION DUTIES)

### London Studio

JTP is a busy and dynamic architectural practice with a fantastic team that needs your support.

We are looking for a proactive and hands on studio assistant to help keep our studio running smoothly, efficiently, and looking its best.

This is a busy and varied role that requires someone who enjoys being active and taking on a range of responsibilities, including:

- making sure our Hub space, which includes our kitchen and social area, is set up for breakfast, healthy snacks and weekly staff lunches
- setting up catering for internal meetings, staff socials and lunch time training sessions
- making refreshments for meetings
- ordering stock for the kitchen and print area
- assist with recycling and sustainability initiatives
- assisting with facilities management
- looking after/watering the studios plants
- ensuring the print area and studio floors are always well stocked, clean and tidy
- sorting and distributing post
- reception & front of house cover
- answering phones, taking messages, and assisting with general enquiries
- photocopying, binding and filing
- running errands
- lifting and carrying heavy goods (e.g. stationary, furniture, boxes etc)

This is not a desk job, so candidates should be hardworking, proactive and hands on and take on any task with a positive attitude.

Candidates must also have a polite telephone manner with good verbal and written communication skills. A good knowledge of MS Word & MS Excel would be advantageous.

This role would be great for someone looking for a year out or their first office experience in a lively, creative environment.

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](mailto: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](http://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 an equal, diverse and inclusive workplace. Read more [here](#).