



Administrative Assistant

As an Administrative Assistant, you will be the first point of contact for clients and visitors, and a key member in supporting the operational, administrative, and organisational needs of the practice. This role requires a high level of professionalism, initiative, attention to detail, and the ability to work in a creative and fast-paced environment. You'll play a key role in supporting the delivery of high-profile developments across multiple sectors.

We provide exceptional design solutions and technical expertise to all our clients. With over 50 years of experience, across a wide range of sectors, our vast array of industry connections, insights, and knowledge, enables us to provide the best service possible to our clients.

We are passionate about delivering innovative design solutions with attention to detail and client collaboration. We are seeking a highly organised and proactive Administrative Assistant to support our team and help ensure the smooth day-to-day running of our studio.

What We Offer

- Competitive salary
- Holiday allowance/Birthday Holiday/Long Service Reward
- Excellent career progression and career support, enhanced study funded opportunities
- A vibrant creative and supportive working environment
- Mentoring scheme from the Partners
- Employee Assistance Programme
- Early Finish Friday
- Company days out
- The chance to work on flagship, high-value projects that shape the built environment.
- A supportive studio culture that values growth and career progression.
- Competitive salary and benefits package.
- Ongoing training, CPD, and mentoring to help you achieve your professional goals.

The Role

- Greet visitors and manage incoming communications (calls, emails, mail)
- Maintain studio calendars, schedule meetings, and coordinate appointments
- Support project teams with document preparation, formatting, and printing
- Manage and organise digital and physical filing systems
- Assist with the preparation and submission of planning and tender documents
- Maintain office supplies, equipment, and liaise with vendors
- Support HR and finance functions (timesheets, invoicing, expense reports)



- Assist with marketing activities such as updating social media or preparing presentations
- Coordinate travel arrangements and event logistics
- Ensure the office environment is tidy, professional, and welcoming

What We're Looking For

- Proven experience in an administrative role
- Strong organisational and multitasking skills
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Familiarity with Adobe Creative Suite
- Excellent written and verbal communication skills
- Professional demeanour and strong interpersonal skills
- Ability to work independently and handle confidential information with discretion

Desirable Skills

- Prior experience in the architecture, design, or construction industry
- Knowledge of project management or document control systems
- Interest in architecture or the creative industries

If you're passionate about delivering exceptional service delivery and want to be part of a forward-thinking, design-led practice, we'd love to hear from you.

Brock Carmichael Architects LLP is proud to be inclusive employer. We provide an environment of mutual respect, with zero tolerance to discrimination of any kind regardless to age, disability, gender, identity, family status, race, religion, sex or sexual orientation. We promote a transparent and fair recruitment and selection process.

To find out more about this role please contact us directly, we look forward to hearing from you.