

www.batesmart.com

Architecture
Interior Design
Urban Design
Strategy

Current Job Opportunity

Job Title	Administration Assistant	Date Posted	7 February 2019
Location	Sydney	Reference Code	WP/ADMIN
Employment Type	Full-Time		

Job Description

Bates Smart seeks an energetic candidate to join our Administration team in Sydney. The successful candidate will have excellent communication skills and can demonstrate the ability to provide excellent customer service support in a fast-paced environment or have previous experience in similar administrative support role.

As the Administration Assistant, you will be working closely with the Receptionist, the Executive Assistants & Practice Management team in facilitating the day-to-day operations of the practice, assisting with administrative tasks, events planning & maintenance of the studio facilities.

The Administration Assistant is responsible for providing support as required to the Receptionist with answering all incoming calls, front desk tasks, office management & facilities maintenance support, and assisting the EAs and Events Coordinator with general administration tasks and ensuring the general smooth running of all staff amenities.

Our Employment Philosophy

Bates Smart believes in its individuals. We support cultural and gender diversity and aim to provide employees with a challenging and exciting work environment.

We strive to invest in our people and to bring out individual talents. We build trust and foster strong working relationships both internally and externally. We want to be the place where you want to work.

Some of our initiatives include:

- / An 'All Roles Flex' policy allowing the option for flexible working arrangements
- / Training and professional development opportunities
- / A social program that includes activities such as regular staff morning teas, team and sporting events, fundraising and charitable events, Friday night drinks, and guest speaker events
- / Variety of work to suit different interests, experience and goals, as well as the opportunity for individuals to move between different types of projects and sectors
- / Paid study leaves for permanent employees whose study is specifically related to their work at Bates Smart
- / Opportunities to be involved in internal research projects resulting in the publication of our White Papers and Bates Smart Journal articles on design innovation and trends
- / Exposure to leading technologies in virtual reality and computational design

Responsibilities

- / Brand ambassador for Bates Smart
- / Provide support as required to the Receptionist, Executive Assistants & Practice Management Coordinator
- / Meet and greet all visitors and inform staff of arrival when receptionist is not available
- / Assist with the management of all incoming calls when calls not answered by receptionist
- / Relieve Reception & provide reception cover when Receptionist is not available
- / Distribution of incoming post/courier deliveries
- / Assist with reconciling invoices, statements & petty cash
- / Assist with preparing client and staff refreshments for meetings & office events
- / Assist in setting up & clearing meeting rooms including maintaining meeting room presentation & providing support for video conferencing / conference call setup when IT support is not available
- / Monitor and maintain office consumables stock needs and place orders as required
- / Monitor and manage printers, stationary and binding equipment and the print stations

- / Assist with general administrative support including but not limited to subscriptions, travel bookings, ad hoc data entry duties, printing, binding and presentation requests where possible
- / Assist the EA's and Events Coordinator in managing staff functions and corporate events both internal & external
- / Coordinate & order catering for internal meetings & events with direction from EA to Studio Directors
- / Assist the Practice Management Coordinator / Office Manager with day-to-day facilities maintenance and monitoring of any general office/building maintenance issues

Essential skills and experience

- / Proficiency in Microsoft Office Suite
- / Strong attention to detail
- / Ability to take initiative
- / Strong communication skills, both written and verbal
- / Demonstrated ability to work with minimal supervision
- / Willingness to take on tasks at various levels (from not so challenging to challenging)
- / Experience in food handling / hospitality work
- / Experience in administration or reception in an office environment would be an advantage

Salary: \$38,000 - \$48,000

To Apply

To be eligible and considered for this position you must hold a valid work permit in Australia. Please send your application with CV to careers@batesmart.com with the following reference in the subject line - **WP/ADMIN**
