

Role Definition

Job title: Administrator/Researcher

Reporting to: Head of Specifications and ultimately to the Senior Partner

Responsibilities

- Diary management for the Head of Specifications
- Co-ordinating and attending team meetings, taking minutes, preparing agenda and relevant documentation, including arranging video conferences as necessary
- Programme new projects, monitor project progress and provide updates using Asta Easyplan programming tool
- Update baseline specification documents and set up initial documents on the department's database
- Provide database training for new users of the system
- Assist Specifications Advisors with inputting information on projects, when necessary
- Organise and coordinate the proof reading process to ensure a smooth process
- Conduct research into materials and products
- Maintain and police Quality Assurance and Quality Control within the Specifications team
- Monitor and follow up to ensure the return of specifications order forms from Architectural staff
- Co-ordinating and supporting Group's activities including keeping record on team's whereabouts
- General administration for the Specifications Team
- Monitor and follow up to ensure resolution of the department's database and IT issues
- Maintain the department's filing systems
- Thorough knowledge of and compliance with Foster + Partners procedures and standards
- To contribute, or otherwise assist, the work of the Construction Review Group as required

Qualities & skills required

Essential

- Able to demonstrate proficiency in the responsibilities of the role
- Legally able to work in the country in which the position is based
- Proficient in Word, Excel and Outlook
- Excellent communication skills – articulate and diplomatic manner
- Fluent English (both written + verbal) is essential
- Be punctual and reliable
- Able to build good relationships at all levels, internally and externally as well as good interpersonal skills and able to work well in a team,
- Able to take initiative in response to direction or instruction and able to demonstrate a proactive approach to daily tasks
- Excellent organisational skills
- Resilient to cope with conflicting demands
- Able to manage and prioritise tasks and time efficiently
- Able to work under pressure and to tight deadlines
- Able to work effectively to an agreed budget

- Able to manage sensitive and sometimes confidential information
- Flexible attitude
- Self motivated and able to take responsibility

Desirable

- Computer Database experience
- Proficient in PowerPoint and InDesign
- Fluency in other languages (both verbally and written) would be useful

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed annually and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

October 2011