

OFFICE MANAGER

JOB DESCRIPTION

GPAD is an energetic and thoughtful architecture practice, creating buildings with a sense of place and purpose.

We're personable, practical, and passionate.

We're a London based practice with a varied portfolio that spans the country. We're dynamic and fast paced, with a positive outlook and collaborative approach to working with our clients, stakeholders and wider design team.

We're committed to fostering an inclusive, supportive working environment. We're an equal opportunities employer and we support and encourage applicants from diverse backgrounds. Our workforce is currently a 50/50 female to male ratio*.

*Statistics taken from staff survey dated July 2024.



WHAT WE DO

We focus on workplace and housing at a range of scales.

Our approach to workplace design has been recognised through industry awards such as BCO, FX and International Property. Much of this work is retrofit and we enjoy understanding the character of a place and building and celebrating this through reuse.

Our residential work spans from one off contemporary houses and infill schemes to new parts of the city and suburbia. No matter the scale, we focus on creating homes and communities that people want to live in.

Our work responds to it's context and recognises its contribution to placemaking and the environment. We're dedicated to creating buildings that consider the climate and biodiversity, and focuses on people's wellness to promote an inclusive, healthy and stimulating environment.

PROJECT IMAGES

1. Settle, Harrow Road
2. Furnace Hill & Neepsend Masterplan
3. The Skipper Building



JOB SPECIFICATION

Come join our friendly, multi-disciplinary design studio in central London.

We are seeking an organised, proactive, and personable office manager / studio coordinator to join our architectural team. You will be providing daily support for the studio and assist in the day-to-day operations of our creative practice.

You need to show clear evidence of experience working in a similar setting. Additionally, our chosen candidate will be adept at problem-solving, collaboration, and effective communication, and will thrive in a dynamic, fast-paced environment.

We are seeking a candidate with excellent communication skills and a background in the design industry would be beneficial.

Job Title: Office Manager

Reports to: Management Team

Level: Mid - Senior Level

Type: Full-time

Salary: Dependant on experience

Hours: 30 hours per week. Option to work from home on Friday. Would consider flexible / part time role.

Location: Old Street, N1

Duration: Permanent, on-going.

Shortlisted candidates will be invited to an initial interview. Depending on the outcome, a second-stage interview may be required to further assess suitability for the role.

TO APPLY:

Email your CV & Covering Letter to:
recruitment@gpadlondonltd.com

Please include your name and job title in the subject line, and complete the EDI form (optional, information on page 6).

Closing date : 10th October 2025

KEY RESPONSIBILITIES

You will be an integral part of the practice.

Your responsibilities will be:

1. Ensure the smooth day-to-day running of the office. Managing key office operations, including procurement of supplies and equipment maintenance to enable a smooth work flow.
2. Be the welcoming face of the practice by acting as a gatekeeper and screening phone calls, emails, and other correspondence for the practice.
3. Oversee general administrative tasks such as filing, record keeping and the handling of confidential information.
4. Manage the on-boarding of all new employees and maintain key personnel records.
5. Liaise and effectively communicate internally with other members of the team as well as external consultants and clients.
6. Offer support with marketing for the studio, may include social media management, website updates, and coordinating marketing materials.
7. Manage invoicing and pay approved expenses.
8. Coordinate with IT to address technical needs and resolve issues.
9. Manage all memberships, and subscriptions to ensure the practice are up to date.
10. Have a full understanding of the GPAD ethos and demonstrate this through decisions, approach to the office environment and responsibilities.

SKILLS & EXPERIENCE : ESSENTIAL

1. Exceptional communication and interpersonal skills, both written and verbal - must be comfortable in dialogue with team members, clients, and collaborators.
2. Have excellent organisational and time management skills, with the ability to prioritise tasks effectively.
3. Needs to show initiative and be self-motivated.
4. Ability to work in a fast-paced, driven environment.
5. Proficiency in MS Office Suite and other relevant software applications.
6. Strong attention to detail and a high degree of accuracy.
7. Has a passion for architecture and design and experience working in a design led practice.
8. Experience coordinating and managing key events and trips for the practice.

SKILLS & EXPERIENCE : NICE TO HAVE

9. Familiarity with project management tools and software is a plus. Note - The practice uses CMAP.
10. A background in design with experience using Adobe InDesign.
11. To be able to think strategically about operational risks, challenges and opportunities.

Please apply even if you don't meet all of our listed requirements, we will be reviewing the application process holistically.

EQUALITY, DIVERSITY AND INCLUSION STATEMENT

GPAD is committed to being an inclusive employer, building an inclusive workplace and recruiting a workforce as diverse as London's. However you identify and whatever background you bring with you, we welcome you to apply for a role at GPAD.

If there are any adjustments that would help support you in your application, please do let us know when you apply. If you are disabled, Evenbreak is able to provide support with your application; for further information, please visit their website here.

<https://hive.evenbreak.co.uk/>

Disabled, deaf and/or neurodivergent people and those from Black, Asian and Ethnically Diverse backgrounds are underrepresented in our workforce, so we particularly encourage applications from people in these groups.

GPAD wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The organisation needs your help and co-operation to enable it to do this, so would appreciate it if you could fill in our EDI form: [Click Here](#)

Please note that filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

Should you have any questions about this role please get in contact by emailing recruitment@gpadlondonltd.com.

