

# PA to Partners

## Hawkins\Brown Job Description

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Reporting to: Two Partners

Role: The PA position is integral to ensuring the smooth working day of our Senior Partners. The PA is responsible for the management of 2 Partner's diaries and helping to ensure the Senior Partners can focus on business development, design and the continued success and growth of Hawkins\Brown.

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### General:

- To ensure the highest level of support is provided to two Partners and provide ad hoc support to the wider partnership and studio as requested.

### PA Duties:

- Responsible for Partner diary management. This includes proactively resolving diary conflicts, prioritising requests, pre-empting potential clashes, blocking out free time to prepare for key meetings etc.
- Liaising with internal staff members and with clients to arrange meetings and ensuring all required briefing documentation is provided.
- Acting as first point of contact for clients and staff members for any matters relating to the Partner in their absence.
- Responsible for email inbox management. This includes responding to emails, flagging, deleting and filing emails as required and ensure the Partner inbox is organised at all times.
- Booking any required travel, accommodation or couriers for the Partner and wider team as necessary.
- Managing Partner expenses, time sheets and absence requests through Focal Point, ensuring all information is inputted accurately.
- Creating presentations in In-design and assisting in the preparation of reports.
- Photocopying and filing.
- Assisting with general administrative duties and wider studio activities as required. This may include supporting marketing, business development and general studio management.
- Support with personal PA duties for Partners as requested.

### Sector Coordination:

- Supporting business development and marketing activities as required through document production and general administrative duties
- Taking minutes, writing agendas and tracking actions from sector group meetings
- Preparation of ad hoc bid documentations as requested by the Partners or Business Development Team

### General Office Duties:

- Answer incoming telephone calls and taking accurate and concise messages where appropriate.

### Key skills required:

- Previous experience in a PA role, dealing with a variety of administrative tasks
- Strong communication skills
- A 'can do' attitude and enthusiasm
- Maintain a high level of confidentiality
- Strong team player
- Good methodical and analytical skills
- Ability to plan, manage and prioritise workload
- Ability to work under pressure
- Need to be open to change and able to adjust to shifting priorities, be meticulous, thorough and detailed
- Excellent organisational skills
- Strong attention to detail
- Conscientious
- Good knowledge of Microsoft and Adobe office suite

These are the key tasks as currently defined. They are not listed in priority order. From time to time the key tasks may be varied and the post holder will be expected to take on such variations within the constraints of the position and the level of responsibility implied in it