HaworthTompkins

Job Description

Studio Assistant

Award-winning architectural practice Haworth Tompkins is currently looking for an exceptional Studio Assistant with good organisational skills, a positive attitude to problem solving and a collaborative approach, to join our creative support team.

The successful candidate will work closely with another Studio Assistant and will play a central role in ensuring the smooth and efficient running of the office. Acting as the first point of contact for visitors, suppliers and staff, this role provides essential administrative, facilities and organisational support across the studio. This role also has a focus in HR, so confidentiality and discretion are essential, along with the ability to handle sensitive information with professionalism.

Front of House

- Provide reception duties including
    - Open and close the office depending on shift
    - Handle incoming/outgoing post and maintain tidy communal spaces, kitchens and meeting rooms
    - Welcome visitors, manage incoming calls
    - Monitor the main info inbox and ensure all emails are actioned appropriately
    - Coordinate internal and external meetings, including room bookings and refreshments

Administrative Duties

- Coordinate Directors' meetings and all recurring office meetings
- Provide PA support to Directors, including diary management
- Manage petty cash and Soldo cards
- Process purchases and raise Purchase Orders
- Act as Fire Marshal and First Aider
- Provide general assistance to wider Creative Support Team

HR Support

- Assist the Head of HR
    - With general HR and Social value administration
    - Support with the Practice's Social Value strategy and related activities
    - Coordinate work-experience placements and conduct new starter inductions when needed
    - Run the CPD group
    - Run the EOT Forum, manage representatives' elections and assist task forces with project delivery
    - Organise CPDs, issue reminders and maintain attendance logs
    - Provide recruitment support when required
    - Support with updating contracts, adjusting holiday, resetting expenses and timesheets and archiving leavers
    - Assist with arrangements for of the Wellbeing week
    - Organise and book CSCS tests
    - Plan major studio events including the Christmas party, the Away Day and the Directors' Away Day
    - Organise study trips
    - Arrange gifts and leaving events when required
    - Manage charity donations

Please note that this role is fully based at the office.

Haworth Tompkins is an equal opportunities employer, and we welcome applications from all backgrounds. Regrettably due to the expected volume of replies, we can only contact shortlisted applicants. Applications should be addressed to Dora Georgiadou, please insert the position you are applying for, as it appears above, in the subject heading.

Please state your availability in the covering email.

Email your application to recruitment@haworthtompkins.com

Closing date: Friday 12th December 2025