

Office Manager

Project London is hiring an office manager to join our team in London and to work with our sister company, Cor Domi.

Both companies specialise in high-end residential projects, delivering exceptional results from concept to completion. With an exciting pipeline of projects, we are looking for a proactive, organised and enthusiastic individual to support our team.

The Role

This is a permanent role, ideal for a London-based candidate within a reasonable commute of our Parsons Green studio. You will work closely with both Managing Directors to ensure the smooth running of the offices and support the successful delivery of our projects. You will enjoy variety, thrive in a fast-paced environment and be comfortable managing multiple priorities. The studio will be your main base, with remote working 2 days a week.

What you will do

Finance and procurement:

- produce and send fee agreements and invoice clients
- manage invoices to ensure timely payments from clients and to suppliers
- act as the primary point of contact for suppliers, including setting up trade accounts
- procure items for client projects

Office and team support:

- oversee the general organisation and upkeep of the office, including restocking supplies and acting as the key contact for building management and the cleaning team
- maintain company templates, stationery and contact databases
- answer phones, monitor and respond to emails and enquiries, greet visitors and handle incoming and outgoing post
- manage subscriptions and certifications
- provide general administrative support to the teams as required

Marketing and client support:

- assist with website maintenance and updates, including adding new projects
- assist with the production of marketing materials
- support client reporting and help prepare presentations
- organise social events and networking

What you will bring:

- a minimum of five years' experience in a similar administrative role
- a professional, motivated approach and the ability to maintain the highest levels of confidentiality and professionalism
- attention to detail, with excellent time management and prioritisation skills
- exceptional organisational skills and the ability to multitask effectively
- proficiency in Microsoft Office

- fluent written and spoken English

Why join us:

- a competitive salary based on experience
- hybrid working, with three days in the office and two days remote
- 25 days of holiday per annum, plus office closure over the Christmas break
- a young and dynamic company with exciting plans for future growth
- a collaborative and supportive team environment where your contributions will have a direct impact

How to apply:

Please submit your CV, salary expectations and availability to start to info@projectlondon.co.uk.

A few details:

- applications are open to candidates already based in London with relevant experience
- you must hold the necessary documents entitling you to live and work in the UK
- we are looking to fill the role as soon as possible, though we understand that an immediate start may not always be possible
- we regret that we can only respond to successful candidates
- we are not accepting applications from recruitment agencies
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Learn more about us at www.projectlondon.co.uk and www.cordomi.co.uk