

Customer Enquiries & Party Wall Assistant Design

We are currently looking for a customer enquiries and party wall admin assistant to join our growing team in Clapham SW9. The role is to offer administrative support to the Design Team and help with the smooth running of day to day operations. A positive, can-do attitude is a must and organisation is essential as you'll be juggling a variety of jobs. A minimum of 1 year office experience is required in similar role, any architectural experience will be advantageous.

About us

We are an Architectural Design firm based in Clapham, SW9. We offer a fresh and straightforward approach to architecture – and offer a range of fixed fee design packages for clients looking to undertake a kitchen extension, basement or loft conversion. We have completed in excess of 1,000 projects, and have an unrivalled success rate at gaining planning permission for extensions and loft conversions across London. We have a sister company, Build Team, who are able to offer our clients a full construction service.

The Role

The role will offer support to the customer operations team and party wall team, which is growing as the business continues to evolve. The role will include various duties such as scheduling meetings, arranging events, coordinating photo shoots, sending quotes to prospective clients, assistance with party wall admin and general administrative duties.

The core responsibilities of the role are:

- Answering client queries and booking site visit and follow-up meetings
- Preparing customer quotations and following up with prospective clients
- Compiling site visit packs ahead of Pre-Purchase & 3D Concept visits
- General support to members of Design Team
- Dealing with party wall administrative matters
- Liaising with colleagues in our construction department
- Assistance with photo shoots and our very popular House Tours programme

Professional Requirements

- Graduate – preferably with a design-related degree
- 1 year office experience
- Diligent, and with a keen eye for accuracy and detail
- Efficient and organised
- Excellent English both oral and written
- Friendly and personable
- Experience using InDesign and AutoCAD would be beneficial
- This is an exciting opportunity for someone creative and ambitious, who is interested in joining a growing and dynamic small business. There will be outstanding opportunities for progression and reward for the right individual.

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Salary + Benefits

Salary of £24,000 per annum, dependant on experience. 28 days holiday (including bank holidays). Workplace pension scheme. Internal CPD Programme.

Location

The role will be based at our office in Clapham, SW9. Following Covid, we expect to work from the office in Clapham on Tuesday-Thursday each week, with Monday and Friday being flexible work days where team members can choose to come to the office or work remotely should they prefer.

Career Progression

We will provide you with comprehensive training and support. There are excellent opportunities for career progression.

Please submit your CV and cover letter outlining relevant property/design experience to: talent@buildteam.com