Office Administrator
APRIL 2024

OHA is a well-established Architectural Practice, based in Hereford. We have a diverse range of projects, many of which are from valued repeat Clients. Our current portfolio includes projects in the sports, education, commercial and residential sectors, providing a professional service to our Clients.

JOB PURPOSE
OHA are looking for an Administrator to join our friendly team and assist the Technical Department. We are looking for candidates with good organisational skills and attention to detail. A high standard of written and spoken English is essential, together with good Microsoft Word and Excel skills. The right candidate will have experience of relevant work, ideally with an appreciation of the demands of office administration.

The role will involve administrative duties including:
- answering the phone, meeting and greeting Clients
- issuing drawings and reports to clients / consultants / contractors
- co-ordination of incoming information
- monitoring of planning applications

The successful candidate should be able to demonstrate their right to work within the UK.

SALARY & HOLIDAYS
We envisage the role to be on a part-time basis to start with but is likely to grow to a full-time post in due course. The salary will be based on £20-22,000 per annum, (dependant on experience), with 25 days holiday (excluding Bank Holidays). Please note that these will be adjusted to suit part-time hours accordingly.

APPLICATION PROCESS
If you feel you have the necessary skills, please contact Jade on info@oha-architecture.co.uk and arrange preview conversation with us. The closing date is Friday 3rd May 2024, at 4.00pm.

SAFEGUARDING
As part of our Safeguarding procedures, applicants are asked to note that:
- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- appropriate suitability checks will be required prior to confirmation of appointment

OHA
OWEN HICKS ARCHITECTURE
CORE VALUES

CREATIVITY   CONSIDERATION   ENJOYMENT   COLLABORATION