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WE MADE THAT

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Subject
Job description

STUDIO & BIDDING ASSISTANT

Date
January 2020

Salary guide:
Negotiable dependant on experience (plus company benefits structure)

Location
London

This is a deadline-driven and busy support role in a collaborative environment alongside a highly motivated team of architects, urban designers, researchers and support staff. You will support the wider team and practice manager in company marketing and communications, bidding for new work and supporting document production on projects. Strong communication skills, an interest in graphics and meticulous attention to detail would be desired. Experience in a similar role would be an advantage.

Tasks

Project communications:

- Creating and updating texts and related content on projects for use in bids, marketing materials and digital communications
- Creating standard and bespoke marketing materials and content

Company information and marketing materials:

- Maintaining key company and project information for bids and other marketing materials, including CVs and project sheets
- Supporting publicity: awards, events, exhibitions and publications
- Producing ad-hoc brochures and capability statements

Bidding:

- Managing new work proposals and bid submissions, tracking and follow-up of practice-wide bidding activities
- Interfacing with procurement portals, timescales, deadlines, requirements and clarifications
- Coordinating inputs from internal team members and sub-consultants
- Producing bid submission documents (inc. PQQs, tenders and supporting admin requirements)

Project and studio support:

- Assisting production of documents in relation to projects
- Coordinating templates, style guides and visual quality control
- Support project leaders and directors
- Support day-to-day needs of the studio along side practice manager

We Made That LLP is
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& Wales

Reg no. OC367789
VAT no. 121 8757 14

Skills

- flexible and able to adapt to deadlines
- highly organised
- professional phone manner
- meticulous attention to detail
- impeccable English language communication skills, both spoken and written
- proficiency with the Adobe Creative Suite (Photoshop and InDesign required, Lightroom preferable)
- excellent graphic communication and presentation

How to apply

If you meet the outlined requirements please send a digital copy of your CV to jobs@wemadethat.co.uk (max 10MB) along with a covering letter outlining how you meet the criteria. Mark the subject line with 'Studio & Bidding Assistant'.

Pay will be commensurate with experience and we would request that you set out your pay expectations in the covering letter.

Deadline

Deadline for applications is 28th February 2020.

Candidates must be eligible to work in the UK, based in our London office, and would ideally be available to start by March 2020.

We Made That is London Living Wage accredited and an equal opportunities employer.

About We Made That

We Made That is an energetic architecture and urbanism practice with a strong public conscience. We work with our clients to prepare incisive urban research, to develop responsive area strategies and masterplans and to deliver distinctive architecture and public realm projects.

All our work is public, and we aim to make imaginative and considered contributions to the built environment through socially-engaged design processes.

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