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BRENNAN | FURLONG

Studio Manager (Part-Time) - Brennan Furlong Architects, Clontarf, Dublin 3.

Brennan Furlong Architects is seeking an organised, capable and proactive Studio Manager to support the day-to-day running of our busy architectural practice of eleven people. We are looking for someone who enjoys bringing structure, organisation and accountability to a busy office environment and who takes pride in making sure things get done.

The role will involve:

- Financial and invoicing administration
- Office and studio administration
- Supporting the directors in the smooth operation of the practice
- Organising systems, records and procedures
- Marketing and events coordination
- HR support

We are interested in finding someone with excellent organisational skills, sound judgement, attention to detail and the confidence to take ownership of responsibilities.
The role would suit someone with experience in office management, executive support, business administration, HR administration, operations or a similar professional services environment.

What We Offer

- Approximately 20 hours per week initially
- Flexible, school-hours-friendly working arrangement
- Long-term role within a respected Dublin architectural practice
- Opportunity to become an important part of a close-knit and supportive team
- Scope for the role to develop over time

Location

Clontarf, Dublin 3

Salary

Competitive and dependent on experience

To Apply

Please send your CV together with a short cover note outlining your interest in the position to studio@brennanfurlong.ie by close of business Friday 6th November.