FaulknerBrowns

We are currently seeking an enthusiastic Studio Coordinator to complement our design teams based in Newcastle.

As Studio Coordinator, you will help to bring our teams together. You will provide responsive, day-to-day support to project leads and play a key role in helping teams work smoothly. The role calls for someone who is proactive, highly organised and attentive to the details that make a difference.

Key responsibilities:

- → Manage project information, maintaining a clear understanding of project extranets and protocols. Upload, download and monitor content to ensure the team follow agreed systems.
- → Prepare agendas, write meeting minutes and track actions.
- → Keep project data accurate and up to date, ensuring Rapport reflects the latest information.
- → Support colleagues by producing clear, well-designed reports, programmes, schedules and proposals using the studio's templates.
- → Assist with the practical tasks that keep work moving, from formatting documents to printing and binding.
- → Arrange meetings and events as requested by project leads.
- → Support statutory applications through the appropriate online portals, making sure documents are correctly prepared, submitted and filed.
- → Champion the studio's brand guidelines, working with the communications team to maintain consistency across all materials.
- → When covering reception, welcome guests warmly, ensure protocols are followed, and meeting rooms are prepared.

Experience:

- → Experience in professional services, construction, property or the built environment is an advantage.
- → A minimum of three years' experience in an administrative or coordination role.

Skills and knowledge:

- → Excellent written and verbal communication skills.
- → Strong organisation, working effectively both independently and as part of a team.
- → Confident time management with the ability to meet deadlines.
- → High attention to detail, ensuring accuracy and quality in every task.
- → Advanced proficiency in Microsoft Word and PowerPoint; Adobe InDesign skills are desirable.

To apply for this role, please email careers@faulknerbrowns.com with your CV and covering letter.

FaulknerBrowns is an equal opportunity employer and committed to eliminating discrimination and promoting equality and diversity in its own policies, practices and procedures and in those areas in which it has influence. The Practice recognises the benefits of having a diverse workforce and will take steps to ensure that we recruit from a wide pool of candidates and employment opportunities are open and accessible to all on the basis of their individual qualities and personal merit.