ARCHITECTS
OWERS WARWICK

Office Administrator & Graphic Design Support

Location: Office-based. Central Cambridge, UK
Contract Type: Permanent
Hours: Full Time
Start Date: November 2026

Owers Warwick Architects is seeking an **Office Administrator & Graphic Design Support** to join our Cambridge studio. This varied full-time role combines graphic design, marketing and office administration within a busy, friendly architectural practice. Working closely with directors and the wider team, you will help produce high-quality presentations, bid submissions, marketing materials and award entries, while supporting the smooth day-to-day operation of the office. The position is ideal for a recent graphic design graduate or early-career professional looking to develop skills across design, marketing and business operations within the architecture and built environment sector.

Key responsibilities

- assist with the preparation of presentations, reports, bids and design documents
- help maintain the practice's visual identity and brand consistency
- support social media and website content updates
- organising social and marketing events
- support the day-to-day running of the office
- assist with diary management and meeting coordination for directors
- welcome visitors and assist with meeting preparation
- maintain office records and filing systems
- provide general administrative support to the wider team

Desirable skills and experience

- proficiency in Microsoft Office, particularly PowerPoint and Word
- proficiency in Adobe Suite (InDesign, Illustrator, Photoshop)
- strong organisational and time management skills
- confident written and verbal communication skills
- ability to manage multiple tasks and deadlines
- positive, proactive and professional approach

What we offer

- opportunity to work within a lively and fun architectural practice
- varied role with a combination of creative and administrative responsibilities
- supportive and collaborative studio environment
- professional development and training opportunities
- competitive salary

How to apply

Please send a CV, portfolio and a short covering letter outlining your suitability for the role to **jobs@owarchitects.com**. We will review applications continuously, so please apply at your earliest convenience. We welcome applications from candidates with a range of backgrounds and experiences.