

## Office Manager (Maternity Cover)

### INC Architects

Location: Hanley, Stoke-on-Trent

Contract: Fixed-term maternity cover (full-time or part-time considered)

Start date: July 2026 (anticipated)

Salary: Competitive, dependent on experience

### About INC Architects

INC Architects is a design-led architectural practice with a strong focus on thoughtful, well-crafted architecture. We are a collaborative studio that values organisation, efficiency and a positive working environment.

We are currently seeking an **Office Manager** to provide **maternity cover** for our existing office manager. This is a key role within the practice, supporting the smooth day-to-day running of the studio and providing administrative and operational support to the team.

### The Role

The Office Manager will be responsible for managing the administrative, organisational and operational functions of the practice, acting as a central point of contact for staff, consultants and external partners.

Key responsibilities will include:

- Day-to-day running of the office and studio environment
- Front-of-house duties, including handling enquiries and correspondence
- CRM data entry
- Diary management and coordination of meetings
- Managing office supplies, IT and facilities
- Basic financial administration (invoicing, expenses, liaison with accountants)
- Assisting with HR administration, including onboarding and staff records
- Supporting directors and project teams with general administrative tasks
- Helping to maintain company policies, procedures and compliance documents
- Assisting with practice marketing administration where required

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Inc Architects Limited | Company number 10631903 | Registered in England

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## About You

We are looking for a proactive, organised and reliable individual who is comfortable working independently and managing multiple tasks.

Essential skills and experience:

- Previous experience in an office manager, studio coordinator or administrative role
- Strong organisational and time-management skills
- Excellent written and verbal communication
- Confident use of Microsoft Office and general office software
- Ability to be adaptable in a small practice environment
- Professional, approachable and discreet

Desirable:

- Experience working within an architectural, design or construction practice
- Familiarity with basic financial or HR administration
- An interest in the built environment or creative industries

## What We Offer

- A friendly, supportive studio environment
- A varied and responsible role at the heart of the practice
- Competitive salary, dependent on experience
- Flexible working arrangements considered (subject to role requirements)
- Handover period with the current office manager where possible

## How to Apply

Please submit:

- A CV
- A short covering letter outlining your relevant experience and availability

Applications should be sent to: **info@incarchitects.co.uk**

Closing date: **22 May 2026**

