

## Andreas Martin-Löf Arkitekter /

Job opening: Studio Administrator (parental leave replacement)

Andreas Martin-Löf Arkitekter is looking for a driven, responsive and proactive person to join our studio on Kungsholmen, Stockholm. As a Studio Administrator, you will have a broad, varied and important role with several different areas of responsibility. The role involves everything from organizational and coordination skills to press contact and planning of internal and external events. As a team member, you will be part of a young, driven and international team in a modern and creative work environment. You will work independently but also together with our Studio Director and CEO.

The role includes, but is not limited to:

- Managing general office related tasks and administration, including organization and internal project management
- Invoicing and financial administration
- Managing internal and external communication and marketing-related activities
- Administrative support to the CEO

What we look for in the right candidate:

- A minimum of 3 years' work experience from administration and office related tasks
- Structured, with an excellent attention to detail
- Good communication skills and ability to establish good relationships at all levels of the business
- Used to working independently and like taking initiatives
- Has the ability to manage and prioritize various tasks
- Good user of Wordpress or equivalent, Microsoft Office and the Adobe Suite
- Fluent in Swedish and English, both speech and writing

About Andreas Martin-Löf Arkitekter:

Andreas Martin-Löf Arkitekter is a dynamic and creative practice. Founded in 2009 by Andreas Martin-Löf and based in Stockholm with a team of 30, AML has a portfolio of award-winning projects that span residential, cultural and commercial sectors, private and public. The practice is driven by curiosity and a questioning mindset exploring the tension of man and space, past and future, hand and machine, function and feeling. Our architecture is celebrated for its intelligent and intuitive response, combining rational rigour with the soul of craft to deliver buildings and interiors of compelling quality and character that are loved.

Employment details:

Start date: December 2021

Form of employment: Full time employment (40 hours per week), parental leave replacement, ca 1 year

For questions, please contact us at [office@martinlof.se](mailto:office@martinlof.se) or +46 8 644 77 02

## Andreas Martin-Löf Arkitekter /

Send your application to [office@martinlof.se](mailto:office@martinlof.se) with the subject 'Studio Administrator'. Please ensure your application contains a CV and personal letter.

We will start the recruitment process immediately and hold interviews continuously during the application period, so please submit your application as soon as possible. Closing date for applications is 28 October 2021.