

Studio Runner - 6 month Internship

Bermondsey, London

Karakusevic Carson Architects is an award winning and design focused Practice specializing in public sector work, social housing and estate renewal projects.

We are looking for someone to join our studio to support our 70 strong team in Bermondsey. Our ideal candidate is bright, self-motivating, confident, organized, efficient and capable.

This role would suit a recent school leaver or someone on year out who is looking to gain some office experience in a creative environment.

Responsibilities include:

- Preparing meeting rooms and refreshments for meetings/events
- Keeping the office and meeting rooms tidy
- Organising and tidying archives and libraries
- Helping to organise the kitchen and setting up staff lunches and lunch meetings
- Distributing the post and deliveries
- Providing support to the Studio Manager and Management Team
- Running errands

