
Company Profile & Capability Statement

**ARA
ARCHITECTURE**

Last Updated
December 2020

Contents:

1.0 Introduction

2.0 Company Profile

3.0 Environmental Policy for the Workplace

4.0 Environmental Policy within our Designs

5.0 Anti-Bribery & Corruption Policy

6.0 Complaints Procedure

7.0 Personal Profiles

8.0 Insurance

ARA ARCHITECTURE is a professional architectural practice.

Based in Exmouth, Devon, for over 51 years the practice has grown in strength by offering a quality design service mainly within the private sector, leisure, Light Industrial and housing disciplines. Operating throughout the country, we have earned the reputation for quality of design and experienced contract management.

The office has a broad base of loyal clients consolidated over its many years in practice, and every project undertaken is under the personal supervision of the Director, assisted by a solid team of technical staff.

ARA ARCHITECTURE offers a professional service with high design ideals, but with a conscious awareness of economic realities and time scales to ensure each project is completed to the total satisfaction of the client.

2.0

COMPANY PROFILE

NAME OF COMPANY: ARA ARCHITECTURE

REGISTERED ADDRESS: 39 ROLLE STREET EXMOUTH
DEVON EX8 2SN

TEL. NO: EXMOUTH (01395) 271619
FAX. NO: EXMOUTH (01395) 270386
E.MAIL: info@ara-architecture.co.uk

TYPE OF COMPANY: ARCHITECTURE

NAME OF DIRECTOR: M.R. GIGG
MCIAT CHARTERED ARCHITECTURAL TECHNOLOGIST

BRIEF DESCRIPTION OF THE PRACTICE ACTIVITIES: TO CARRY ON BUSINESS AS DESIGNERS

SCOPE OF THE COMPANY: ABLE TO CARRY OUT THE ROLE OF DESIGNER

AREAS OF OPERATION: THROUGHOUT SOUTHERN ENGLAND, CORNWALL, THE MIDLANDS AND WALES

NAME & ADDRESS OF BANK: LLOYDS TSB
184 HIGH STREET
HONITON
DEVON

NAME & ADDRESS OF ACCOUNTANTS: FRANCIS CLARK LLP
VANTAGE POINT
WOODWATER PARK
PYNES HILL
EXETER
DEVON
EX2 5FD

NAME & ADDRESS OF P.I. INSURANCE BROKERS: MILNE FRIEND & PARTNERS
SUITE 2.5, LEVEL 2
RENSLADE HOUSE
BONHAY ROAD
EXETER, EX4 3AY

EQUAL OPPORTUNITIES POLICY STATEMENT: WE ARE AN EQUAL OPPORTUNITIES EMPLOYER AND DO NOT DISCRIMINATE ON THE GROUNDS OF SEX, ETHNIC ORIGIN OR DISABILITY

ENVIRONMENTAL POLICY STATEMENT: ARA IS ENVIRONMENTALLY AWARE AND TAKE OUR RESPONSIBILITIES IN THIS RESPECT SERIOUSLY. IT WILL CONDUCT ITS BUSINESS IN SUCH A MANNER THAT IT WILL NOT KNOWINGLY DO, OR CAUSE ANYTHING TO BE DONE, WHICH WILL OR COULD CAUSE DAMAGE TO THE ENVIRONMENT.

TRAINING POLICY STATEMENT: WE ARE COMMITTED TO A POSITIVE TRAINING POLICY FOR ALL STAFF

Q.A. POLICY STATEMENT: WE ARE ACTIVELY CONSIDERING THE IMPLICATIONS OF BECOMING REGISTERED UNDER BS-EN-ISO-9000

DISABILITY DISCRIMINATION ACT POLICY STATEMENT: WE ARE AWARE OF THIS LEGISLATION AND WORK ACTIVELY TO ENSURE COMPLIANCE WITH THE REQUIREMENTS OF THE ACT

SELECTIVE CLIENT LIST:

Bourne Leisure
Butlins Holidays
FWS Carter & Sons
Ladram Bay Holiday Park
Davidson Homes
Devon & Cornwall Housing Association
Eagle One Ltd
Eagle Investments Ltd
Greendale Business Park
Greendale Investment Ltd
Hastoe Housing Association Ltd
Haven Leisure
Hill Barton Business Park
Hospiscare Mid & East Devon
M.G. Leisure
Nigel Mansell
Ocean Physios
Parkdean Holidays
The Cottage Hotel, Hope Cove.
Priory Homes Ltd
Country and Coast Ltd
Crealy Great Adventure Park (Devon & Cornwall)
Remedies (Pubs/Nightclubs)
Sldmouth Hotels Ltd
West Country Housing Association
Cornerstone Housing Association
Woodbury Business Park
Mid Devon District Council
Devonshire Homes
C G Fry Construction Ltd

3.0 ENVIRONMENTAL POLICY FOR THE WORKPLACE

3.1 Generally.

We are committed to providing a safe and healthy working environment for all employees and visitors, whilst minimising the impact upon the environment.

We will operate in compliance with relevant environmental legislation and where possible use best practice to avoid pollution.

3.2 Specifically.

- 3.2.1 Environmental concerns and impacts will be a relevant part of all of our decision making and activities.
- 3.2.2 Environmental awareness will be promoted amongst our employees to encourage them to work in an environmentally responsible manner.
- 3.2.3 Waste will be reduced by the use where possible of recycled materials and refurbished equipment.
- 3.2.4 Where possible, recyclable waste such as paper and cardboard will be separated for collection and reuse.
- 3.2.5 Unavoidable waste to be collected by a registered operator.
- 3.2.6 We will limit the heating and lighting used in spaces that are not constantly occupied by switching off appliances when possible.
- 3.2.7 Energy efficiency will be a consideration when purchasing new equipment.
- 3.2.8 We will try and avoid the use of hazardous materials, and seek an alternative when available.
- 3.2.9 The cars belonging to the practice will be chosen where practicable for their fuel efficiency.
- 3.2.10 Public transport will be used in preference to cars where it is effective to do so.
- 3.2.11 Employees will be encouraged to travel to work on foot, bike, or public transport where feasible.

4.0 ENVIRONMENTAL POLICY WITHIN OUR DESIGNS.

4.1 Generally

The products of our designs will have a far greater impact upon the environment than operations within the office.

We are committed to ensuring so far as possible that the results of our designs will have a reduced environmental impact so far as this is possible within the brief.

4.2 Specifically.

- 4.2.1 We will raise the client's awareness of sustainability and environmental protection.
- 4.2.2 We will ensure other members of the design team are aware of the environmental policies of the practice.
- 4.2.3 Where relevant our designs will be supported by a travel plan promoting sustainable travel choices.
- 4.2.4 Sites will be assessed for their ecological value and microclimate to ensure where possible the design protects or enhances the biodiversity and makes best use of the natural features such as sun, wind, and physical features on and around the site.
- 4.2.5 We will encourage the provision of at least a proportion of the energy requirements of the building from renewable sources.
- 4.2.6 We will reduce the use of environment harming products and specify products with an optimum balance between performance and environmental impact.
- 4.2.7 The reduction of site waste will be encouraged and the separation and recycling of waste will, where possible, be promoted.
- 4.2.8 We will ensure that building services are efficient, controllable, and metered, and that full commissioning and operating instructions are provided, to encourage their efficient use.

5.0 Anti-Bribery & Corruption Policy

5.1 Introduction

ARA Architecture values its reputation and is committed to maintaining the highest level of ethical standards in the conduct of its business affairs. The actions and conduct of the firm's staff as well as others acting on the firm's behalf is key to maintain these standards.

The purpose of this document is to set out the firm's policy in relation to bribery and corruption. The policy applies strictly to all employees, directors, agents, consultants, contractors, and to any other people or bodies associated with ARA Architecture, within all regions, areas and functions.

5.2 Understanding and recognising bribery and corruption

Acts of bribery or corruption are designed to influence and individual in the performance of their duty and incline them to act in a way that a reasonable person would consider to be dishonest in the circumstances.

Bribery can be defined as offering, promising or giving a financial (or other) advantage to another person with the intention of inducing or rewarding that person to act or for having acted in a way which a reasonable person would consider improper in the circumstances. Corruption is any form of abuse of entrusted power for private gain and may include, but is not limited to, bribery.

Bribes are not always a matter of handing over cash. Gifts, hospitality and entertainment can be bribes if they are intended to influence a decision.

5.3 Penalties

The Bribery Act 2012 came into force on 1 July 2011. Under that Act, bribery by individuals is punishable by up to ten years' imprisonment and/or an unlimited fine. If the firm is found to have taken part in the bribery or is found to lack adequate procedures to prevent bribery, it too could also face an unlimited fine.

A conviction for a bribery or corruption related offence would have severe reputational and/or financial consequences for the firm.

5.4 ARA Architecture Policy

ARA Architecture will not tolerate bribery or corruption in any form.

The firm prohibits the offering, giving, solicitation or the acceptance of any bribe or corrupt inducement, whether in cash or in any other form:

- to or from any person or company wherever located, whether a public official or public body, or a private person or company;
- by an individual employee, director, agent, consultant, contractor or other person or body acting on the firm's behalf;
- in order to gain any commercial, contractual, or regulatory advantage for the firm in any way which is unethical or to gain any personal advantage, pecuniary or otherwise, for the individual or anyone connected with the individual.

This policy is not intended to prohibit the following practices provided they are appropriate, proportionate and are properly recorded:

- normal hospitality, provided the level of hospitality is restricted to a reasonable level;
- fast tracking a process which is available to all on the payment of a fee; and/or
- providing resources to assist a person or body to make a decision more efficiently, provided that it is for this purpose only.

It may not always be a simple matter to determine whether a possible course of action is appropriate. If you are in any doubt as to whether a possible act might be in breach of this policy of the law, the matter should be referred to a company director.

The firm will investigate thoroughly any actual or suspected breach of this policy, or the spirit of this policy. Employees found to be in breach of this policy may be subject to disciplinary action which may ultimately result in their dismissal.

5.5 Key risk areas

Bribery can be a risk in many areas of the firm. Below are the key areas you should be aware of in particular:

Excessive gifts, entertainment and hospitality: can be used to exert improper influence on decision makers. Gifts, entertainment and hospitality are acceptable provide they are not excessive.

Facilitation payments: are used by businesses or individuals to secure or expedite the performance of a routine or necessary action to which the payer has an entitlement as of right. The firm will not tolerate or excuse such payments being made.

Reciprocal agreements: or any other form of 'quid pro quo' is never acceptable unless they are legitimate business arrangements which are properly documented and approved by management. Improper payments to obtain new business, retain existing business or secure any improper advantage should never be accepted or made.

Actions by third parties for which the firm may be held responsible: can include a range of people i.e. agents, contractors and consultants, acting on the firm's behalf. Appropriate due diligence should be undertaken before a third party is engaged. Third parties should only be engaged where there is a clear business rationale for doing so, with an appropriate contract. Any payments to third parties should be properly authorised and recorded.

Record keeping: can be exploited to conceal bribes or corrupt practices. We must ensure that we have robust controls in place so that our records are accurate and transparent.

5.6 Employee responsibility and how to raise a concern

The prevention, detection and reporting of bribery or corruption is the responsibility of all employees throughout the firm. If you become aware or suspect that an activity or conduct which is proposed or has taken place is a bribe or corrupt, then you have a duty to report this.

Any such incidents should immediately be reported to a company director.

6.0 COMPLAINTS PROCEDURE

Should a complaint about the practice from a client or other party be received the following procedure is to be followed:-

- 6.1 The complaint is to be recorded in writing and forwarded to the Director Malcolm Gigg.
- 6.2 The Director will assess the correct response and will direct that either a written response is given or an acknowledgement is provided within ten working days followed by a full response once the full details to enable a full response are available.
- 6.3 The full response shall be sent within 30 working days of receipt of the complaint.
- 6.4 If determined necessary the professional indemnity insurers shall be made aware of the situation by the Director.
- 6.5 During investigation of the complaint the client shall be kept abreast of progress.
- 6.6 Every attempt shall be made to resolve matters amicably.
- 6.7 The client shall be offered the opportunity to go to arbitration should a resolution not be forthcoming in a reasonable period of time.
- 6.8 An internal review of the complaint and the reasons for it shall be held upon resolution of the matter in order to improve the service provided.

7.0

PERSONAL PROFILES

NAME: MALCOLM GIGG (MCIAT)

POSITION: DIRECTOR

QUALIFICATIONS: MEMBER OF THE CHARTERED INSTITUTE OF ARCHITECTURAL TECHNOLOGISTS

CHARTERED ARCHITECTURAL TECHNOLOGIST

EXPERIENCE:

1989-1995 Challice & Son Architect's

1995-1997 ARA Architects

1997-1999 (Kyle Stuart) HGB Construction London

1999 to PRESENT

ARA ARCHITECTURE – EXMOUTH

1999-2007 ASSOCIATE

2007-2010 PARTNER

2010 – PRESENT DIRECTOR

Housing Projects

Redevelopment of the Exmouth Docks

For Rockeagle (Eagle One Ltd)

17 phases each phase between approx. £1.5 & £10 million

New House Exmouth

For Nigel Mansell

£2.6 million

9 luxury apartments Exmouth

For David Cosford / Nigel Bremner

£1.2 million

Redevelopment Cedar Shade – Sidmouth
For Greendale Investments Ltd
£1.2 million

11 apartments, Exmouth
Eagle Investments Ltd
£1.2 million

14 apartments, Exmouth
Eagle Investments Ltd
£1.5 million

50 Houses, Exmouth
Greendale Investments Ltd
£2.8 million

18 Houses, Woodbury Salterton
Greendale Investments Ltd
£1.2 million

12 Houses, Exmouth
Greendale Investments Ltd
£1.1 million

Various schemes of
Low Cost Housing in Devon
For Cornerstone Housing Association
£1 - £1.5 million

Low Cost Housing, Exmouth
£900 k

Various schemes of Social Houses
East Devon
Devon & Cornwall Housing Association Ltd
£60 k - £1 million

14 affordable Flats, Sidmouth
For E.D.D.C. / C G Frys Ltd
£1.2 million

Very many other housing developments varying in
size from single units up to 50 plus.

Leisure Projects

Swimming Pool and Leisure Complex
Cofton Country Holidays Ltd
£2.8 million

Swimming Pool and Leisure Complex
Ladram Bay Holiday Park
£1 million

Entertainments Centre, Weymouth
Bourne Leisure Ltd
£2.6 million

Entertainments Centre, Exmouth
The Rank Organisation
£1.5 Million

Leisure Centre, Woodbury
For Nigel Mansell
£1.65 Million

Bowling Alley and Cinema Minehead
For Butlins Ltd
£600 k

Many pub & nightclub extensions & refurbishments
throughout the South West.
£250 - £1 million

Enclosed Swimming Pools
Throughout the South West
For various clients
£250 k - £1 million

New club, bar, pool & reception, Hayling Island
£1.6 million

Commercial Projects

Broughton Park – Chester
HBG Construction
£150 million

Warehouse & offices – Honiton
Rainbow
£1.5 million

UK Mail Warehouse & Office – Woodbury
FWS Carter & Son
£1.5 million

Weddle Swift Warehouse & Office – Woodbury
FWS Carter & Son
£1 million

SITA refuse collection & Sorting Warehouse & Offices
FWS Carter & Son
£1.5 million

Various Chalet Developments for holiday parks
throughout the South West & Cornwall
£100 k - £1 million

Warehousing - East Devon
A.E. Stuart
£1.0 million

Recycling centre – East Devon
A.E. Stuart
£1 million

Warehousing & Grain Silos
F.W.S. Carter
£2.5 million

Hospice Care Hospital/day care Centre
R D & E Hospital – Exeter
£1 million

Hospice Care Day Centre – Tiverton
£600k

**TYPE OF PROJECT
INVOLVED WITH:**

NEW BUILD

Private Dwellings
Housing Estates
Filling Stations
Doctors Surgeries
Research Centre - R.D. & E Hospital
Retail Stores
Light Industrial
Broughton Shopping Park (Chester)
Fast Food Retail
Exmouth Docks Development
Retirement Homes/Nursing Homes

ALTERATIONS EXTENSIONS

Private Dwellings
Housing Estates
Filling Stations
Doctors Surgeries
Retirement Homes/Nursing Homes
British Red Cross Centres
Holiday & Leisure Parks
Tesco Superstore
Hospiscare Mid & East Devon
Crealy Great Adventure Park (Devon)
Crealy Great Adventure Park (Cornwall)

CONVERSIONS

Church Conversions to Residential
Barn Conversions to Residential
Hotel Conversions to Nursing Homes
Army Barracks converted to Red Cross Training
Centre
Redundant Farm Buildings to Self Storage Units
Redundant Farm Buildings to Physio Therapists
Treatment & Rehabilitation Units
Redundant Farm Buildings to Office Units

NOTABLE CLIENTS:

Shell UK Oil
Abbeyfield Association
British Red Cross
Various Doctors Consulting Practices
R.D. & E. Health Authority
Mr N. Mansell
(Woodbury Park Golf & Country Club)
Haven Leisure
Butlins
ParkWorld Holidays
Devon & Cornwall Housing Association Ltd
Clinton Devon Estates
East Devon District Council
Tesco Stores Ltd
Mill House Inns
Rockeagle Homes Ltd
McDonalds
Burger King
Woolworth PLC
Alders Department Stores
Sears Group
Arcadia Group PLC
MVC (Music & Video Club Ltd)
Boots
W.H. Smith
Hastoe Housing Association
Rural Housing Trust
Davidson Homes
West Country Housing Association
Ocean Physio
Greendale Investments
Greendale Business Park
Woodbury Business Park
Hill Barton Business Park
Remedies (Pubs/Nightclubs)
Eagle One Ltd
FWS Carter & Sons Ltd
Parkdean Holiday Parks
Cornerstone Housing Association
Crealy Great Adventure Park (Devon & Cornwall)
Country and Coast Ltd
Ladram Bay Holiday Park
Lord Clinton
Midas Homes Ltd
Devonshire Homes
Midas Construction Ltd
C G Fry Construction
East Devon District Council
Exmouth Dock Company

NAME: NICHOLAS THOMAS

POSITION: ASSOCIATE DIRECTOR

QUALIFICATIONS: WORKING EXPERIENCE OF AUTO CAD LT2
B-TEC NATIONAL CERTIFICATE IN
CONSTRUCTION
B-TEC HIGHER NATIONAL CERTIFICATE IN
CONSTRUCTION

EXPERIENCE: 1997 began work as a junior technician in an
Architectural Practice.

My duties included:-

General office duties
Surveying clear sites and buildings
Accurate plotting of survey information
Planning Applications
Building Regulation Applications

In 2006 moved to ARA Architecture after gaining
qualifications to further my experience.

Preparation of Specifications
Overseeing projects on Site

Associate Director 2020 – present

TYPICAL NEW BUILD PROJECTS:-

House & Flat Developments
Nursing/Residential Homes

TYPICAL CONVERSIONS & ALTERATIONS:-

House & Flat Developments
Retail & other commercial premises
Nursing/Residential Homes
Houses in multiple occupation
Holiday accommodation
Local Authority Housing
Barn Conversions

NAME: CHRIS ELLERTON

POSITION: SENIOR ARCHITECT/PROJECT RUNNER

QUALIFICATIONS: ARB RIBA CHARTERED ARCHITECT
BArch
Bsc(Hons) Architectural Studies

EXPERIENCE:

1993-1994:	Architectural Assistant at Robin C Jones Chartered Architects Exeter
1995-1997:	Assistant Architect with Pakatan Reka Arkitek, Kuala Lumpur
1997-1998:	Assistant Architect at TTG Architects, London
1998-2000:	Assistant Architect with Owens Galliver Architects, Pangbourne
2000-2003:	Architect with Owens Galliver Architects, Pangbourne
2003-2015:	Architect at Kay Elliott, Torquay
2015-2018:	Architect and Projects Director Asia Pacific for Kay Elliott, Torquay
2019-present:	Architect, ARA Architecture, Exmouth

NAME: TIMOTHY TEUBER

POSITION: ARCHITECT

QUALIFICATIONS: BA (Hons) Architecture (ARB, RIBA)
MArch Architecture (ARB, RIBA)
ARB Architect

EXPERIENCE:

2002-2002:	Architectural Assistant, Bradbury Bichard Chartered Architects, Broadstone
2008-2009:	Architectural Assistant, David Wilson Partnership, Barnstaple
2010-2011:	Laser Cutter Technician, UWE (University of the West of England), Bristol
2014-2015:	Landscape Architectural Technician, Redbay Design, Torquay
2015-2018 :	Architectural Designer, ARA Architecture, Exmouth
2018-present:	Architect

TYPE OF PROJECTS INVOLVED WITH:-

NEW BUILD

Private Dwellings
Apartment Buildings
Housing Estates
Affordable Housing schemes
Holiday Park Entertainment Facilities
Hotels
Children's Hospice
Play Parks
Wind and Solar Farms

EXTENSIONS & ALTERATIONS

Private Dwellings
Holiday Parks
Office reconstruction and refurbishment
Restaurant design & layout
Hospitals

CONVERSIONS & CONSERVATION

Alterations to grade 2 listed buildings

NOTABLE CLIENTS

Parkdean Holidays
The Cottage Hotel
Eagle One Ltd
Ladrum Bay Holiday Park
Mid Devon District Council
DCH (Housing Association)
Carters LTD
Bristol City Council
Poole Town Council
Children Hospice Southwest
NHS (North Devon Hospital)
Bovis Homes

NAME: IAIN GEORGE (ACIAT)

POSITION: ARCHITECTURAL TECHNOLOGIST

QUALIFICATIONS: WORKING EXPERIENCE OF AUTO CAD 2013
BAHONS IN ARCHITECTURAL TECHNOLOGY &
THE ENVIRONMENT

EXPERIENCE: September 2001 – July 2005

Student of Plymouth University studying
Architectural Technology & the Environment

August 2005 – November 2006

I was employed at Comprehensive Design in
Exeter where I was an Architectural Technologist
working within the residential sector for large
housing developments.

November 2006

I moved to ARA Architecture as an Architectural
Technologist.

In 2013 became an associate member of Chartered
Institute of Architectural Technologists.

TYPICAL NEW BUILD PROJECTS:-

House & Flat Developments
Nursing/Residential Homes

TYPICAL CONVERSIONS & ALTERATIONS:-

House & Flat Developments
Retail & other commercial premises
Nursing/Residential Homes
Houses in multiple occupation
Holiday accommodation
Local Authority Housing
Barn Conversions

NAME: JOANNA KECKA

POSITION: ARCHITECTURAL TECHNOLOGIST

QUALIFICATIONS: Graduated from University of Zielona Gora, Poland

Course: Architecture and Urban Planning
First-cycle programme – Engineering

Working experience of Revit, AutoCAD, Adobe Suite,
Photoshop and 3ds max

EXPERIENCE: 2013-2020: Architectural Technical at Pick
Everard, Bristol

2020-present: Architectural Technologist at
ARA Architecture, Exmouth

NAME: MARTYN PIKE

POSITION: ARCHITECTURAL TECHNICIAN

QUALIFICATIONS: WORKING EXPERIENCE OF AUTO CAD 2013
B-TEC NATIONAL CERTIFICATE IN
CONSTRUCTION
B-TEC HIGHER NATIONAL CERTIFICATE IN
CONSTRUCTION

EXPERIENCE: Started work in 1987 at Challice & Sons Architects in
Sidmouth – 1994

1994 – 1995 Pellfrichman Architectural Technician

1995 – 1996 Michael Thorne Construction

1996 - 2001 Nu Heat as Architectural Technician

2001 – 2012 Wavin as Project Manager

June 2012

I moved to ARA Architecture as an Architectural
Technician

TYPICAL NEW BUILD PROJECTS:-

House & apartment Developments
Nursing homes
Light Industrial
Leisure

TYPICAL CONVERSIONS & ALTERATIONS:-

House & Apartment Developments
Retail & other commercial premises
Nursing/Residential Homes
Houses in multiple occupation
Holiday accommodation
Barn Conversions

NAME: BEN MORRISON

POSITION: TECHNICIAN

QUALIFICATIONS: CONSTRUCTION TECHNICAL AND
PROFESSIONAL ADVANCED APPRENTICESHIP –
3 LEVEL (currently being undertaken)
A-LEVEL MATHS & ENGLISH LANGUAGE
AS-LEVEL MATHS & GRAPHICS
11 GCSE – GRADE A-C

EXPERIENCE: 2017 – 2017 WSP, Exeter

2017 – 2017 Graphic Designer Tim Mann, Exmouth

2018 – Present Technician, ARA Architecture,
Exmouth

TYPE OF PROJECTS INVOLVED WITH:-

NEW BUILD

Holiday Park Entertainment Facilities
Hotels

EXTENSIONS & ALTERATIONS

Private Dwellings
Holiday Parks

NOTABLE CLIENTS

Parkdean Holidays
Manor Hotel

NAME: NICOLA BOWYER

POSITION: PERSONAL ASSISTANT/SECRETARY/
OFFICE ADMINISTRATOR/
OFFICE ACCOUNTANT/RECEPTIONIST

QUALIFICATIONS: RSA STAGE I & II TYPING
RSA STAGE 1 WORD PROCESSING
RSA STAGE I ACCOUNTANCY

RELEVANT EXPERIENCE: Joined ARA Architecture as a secretary in 1988 and became Personal Assistant in 1991.

Responsible for:-

All Office Administration

Audio & Copy Typing
Including Reports, Specifications &
Confidential Material

Filing

Receptionist Duties

Ordering of Stationery & Office Supplies

Invoicing & Credit Control

Arranging Meetings

Organising Seminars

8.0 INSURANCE

**DETAILS OF PROFESSIONAL INDEMNITY INSURANCE POLICY & EMPLOYERS
PUBLIC LIABILITY INSURANCE**