

Office Assistant

Ecorys is an international research-based consultancy dedicated to helping clients create meaningful impact. We're leaders in research and evaluation, project management and communications - providing the insight and advice that shape better policy and stronger communities around the world.

Our people take real pride in delivering innovative, thoughtful work that influences public policy and programme delivery. We care deeply about our environmental and social impact too: from donating profits to our charity of the year and organising volunteering days, to our commitment to being carbon neutral in the UK.

Our London office brings together talented professionals working with public and private sector clients across the UK and internationally—creating a vibrant, collaborative hub where impactful ideas thrive.

The Role

We're looking for an organised, proactive, energetic Office Assistant to help our London office run brilliantly every day. This is a people-facing, hands-on role at the heart of our workspace. You'll be a calm, capable problem solver who enjoys helping colleagues, setting high standards, and taking ownership to get things done.

Our London office houses our Policy and Research team and our international development team of around 85 people working hybridly. Our London site hosts team meetings, client sessions and events, so your onsite presence really makes the difference.

You'll be based in our London office (EC3) four days a week during core office hours, **Monday to Thursday**. We're happy to consider part-time hours and flexible working patterns to support the right work-life balance. The role is offered on an initial **6-month fixed-term contract**, with the potential to extend.

What you will do

- Ensure meeting rooms, kitchens, and shared spaces are tidy, functional, and ready for use; coordinate fixes, replacements, and supplier follow-ups for IT and office equipment.
- Monitor stock levels and reorder office supplies and consumables (e.g., stationery, peripherals, milk, fruit, tea, coffee); reinforce usage policies where needed.
- Ensure cleaning services meet agreed SLAs and report/resolving minor building or facilities issues promptly.
- Support continuous office improvements by obtaining quotes, scheduling contractors, and coordinating site access.
- Liaise with suppliers on recycling and waste collections, manage recycling bins, and promote simple sustainability initiatives in the office.
- Prepare short office communications (e.g., bi-weekly newsletters) and run brief staff surveys to gather feedback and ideas.
- Book external meeting spaces as required and support event logistics, catering arrangements, and small purchases.
- Manage incoming and outgoing office post, ensuring items are distributed or forwarded correctly.
- Provide ad-hoc administrative support including printing, document issuance, electronic file archiving, booking lunches or events, issuing vouchers, and supplier coordination.
- Ensuring the office is compliant with our ISO certifications, for example ensuring good rates of recycling and ensuring data security is adhered to.
- Support administrative tasks for client projects where required and in-between office priorities, such as formatting documents, maintaining Excel or Word files/logs, and assisting with client requests.

Your profile

You'll thrive here if you:

- Take pride in owning tasks end-to-end and finding practical solutions.
- Communicate clearly and positively with colleagues, visitors and suppliers.
- Are comfortable switching between priorities and staying organised.
- Have good digital confidence (Outlook/Teams/SharePoint; logging basic IT/facilities tickets).

Job description:

[Office Assistant JD Feb26.pdf](#)

Department:

Policy & Research

Location:

5th Floor, Queen Elizabeth House, 4 St Dunstons Hill, EC3R 8AD, London

Salary:

22242 - 29940 GBP

Deadline:

23-02-2026

Country:

United Kingdom

- Enjoy improving spaces so they work better for everyone.

Experience in office coordination, facilities admin, front of house or team assistant roles is welcome — but we're equally keen to meet people with the right mindset and transferable skills.

What we offer

- Salary: £24,242 - £29,940 pro rata dependent on experience
- London weighting: £3,500 per annum pro rata (for London-based contracts)
- 25 days annual leave pro rata (plus bank holidays), increasing with service
- Flexible and hybrid working
- Company profit share scheme
- Pension, life assurance and wellbeing support, paid volunteering day
- Access to learning and development through the Ecorys Global Academy
- Opportunities for professional development and knowledge sharing.
- A collaborative, supportive, and inclusive work environment.
- A modern, well-equipped office with a welcoming atmosphere.

Interested?

Apply directly via our online application form with your most recent CV and cover letter by 5pm on Monday 23rd February.