

# Rosì de Ruig

## **Job description**

### **Studio Administrator/Assistant to Rosi de Ruig**

Hours - Tuesday, Wednesday & Thursday 9.30am to 3.30pm

Start date - Handover last week of July, to start beginning of September (studio is closed for month of August)

Location - Office based role in my studio in Shepherds Bush, London, W12

Pay – £16.50 per hour

### **Responsibilities**

Responding to all enquires, both trade and private clients often with complex bespoke elements

Invoices/basic book keeping/liaising with accountant

Order management of all elements of both the lamp and lampshade business

Managing busy shipping arrangements, both domestic and international

### **Previous experience**

PA and/or Office Manager for a small business

Microsoft Office

Social media experience helpful but not essential

### **Personal Attributes**

Excellent administrative organisation skills with exemplary attention to detail

Proactive and motivated

Friendly customer service manner

Creative inclination (not essential)  
Dog friendly!

I am looking for a highly organised, detail orientated part-time Administrator to join my small team based in Shepherds Bush, W12. With an excellent client facing manner you will be overseeing and assisting all administrative aspects of a busy lamp and lampshade studio.

You will be maintaining a strong administrative and organisational structure around a creative making environment. An understanding of the importance of the administrative side of the business (such as basic book keeping, order management and shipping) will be critical.

Previous experience working as PA/Office Manager for a small business or a detailed orientated role is essential. Experience within the interior design industry would be useful.

3 days a week (Tuesday-Thursday) 9.30am-3.30pm.

All enquiries to:  
[rosi@rosideruig.co.uk](mailto:rosi@rosideruig.co.uk)  
[www.rosideruig.co.uk](http://www.rosideruig.co.uk)  
@rosideruig