



Studio Administrator / Assistant to Rosi de Ruig

Location: Studio based in Shepherd's Bush, London W12

Hours: Tuesday, Wednesday & Thursday, 9.30am – 3.30pm

Pay: TBC

Start Date: Handover during the last week of July, with the successful candidate starting in September (the studio is closed throughout August).

All enquires to: rosi@rosideruig.co.uk

Applications will close Wednesday 15th July.

About the Role

We are seeking a highly organised and detail oriented part-time Studio Administrator to join the small, creative team in Shepherd's Bush London. This is a varied and hands-on role supporting the day-to-day administration of a lamp and lampshade studio.

Primarily supporting Rosi with all aspects of administration. As the first point of contact for both trade and private clients, you will play a key role in ensuring the smooth running of the business. You will oversee all administrative processes, manage client enquiries and invoicing, support bookkeeping activities, coordinate shipping and order management. Most importantly having the flexible manner to maintain the strong organisational structure which underpins an ever changing creative environment.

Key Responsibilities

- Act as the first point of contact for all client enquiries, responding professionally and efficiently to both trade and private customers.
- Commercially minded, helping to drive the business forward. Working daily with Shopify and Excel.
- Manage enquiries involving bespoke orders and communicate clearly with clients throughout the process.
- Prepare and issue invoices, maintain accurate records, and assist with basic bookkeeping tasks.
- Liaise with the company's accountant and support financial administration.
- Oversee order management across both the lamp and lampshade businesses, ensuring all information is accurate and up to date.
- Coordinate domestic and international shipping arrangements.
- Support general studio administration, scheduling, filing, and record keeping.
- Support the organisation of studio events, exhibitions, launches, and other business activities.

Personal Attributes and Relevant Experience

- Highly organised, underpinning the organisation of a creative business.
- Excellent attention to detail with a methodical approach to work.
- Friendly, dependable and professional manner, confident dealing with clients and suppliers.
- Knowledge of social media platforms to help support brand visibility and customer engagement.
- Commercially minded with an understanding of retail and wholesale environments.
- Dog friendly!