

# BEATA HEUMAN

## JOB DESCRIPTION

### OPERATIONS & SHOPPA ASSISTANT

February 2026

#### About the company:

Beata Heuman is an interior design practice and maker of homewares and furnishings known for its original and creative design. The interiors team works primarily on houses in the UK, USA and Europe and has a growing reputation for commercial projects including hotels and restaurants.

The studio's collection of fabrics, wallpapers, lighting, handles, rugs and furniture is designed entirely by Beata and her team and is available exclusively for purchase from its online Shoppa and by-appointment showroom. The team is based at 188 Hammersmith Road in a beautiful Grade II listed townhouse.

For more information please visit [beataheuman.com](http://beataheuman.com) or our Instagram profile [@beataheuman](https://www.instagram.com/@beataheuman).

#### Purpose of the role:

The Operations & Shoppa Assistant plays a key role in the day-to-day running of our product and retail operations. It is a varied, hands-on position. You will support both the behind the scenes work of co-ordinating with our suppliers and warehouses and the front-facing side of the business in helping customers and trade clients place and manage orders.

Working closely with members of the Shoppa team, this role is ideal for someone who enjoys problem-solving, organisation and people, and who wants to gain a deep understanding of how a creative retail business operates as it grows. This is a full-time role (Monday to Friday), based at our premises in Hammersmith, London.

#### Responsibilities:

- **Supply Chain:** create purchase orders for suppliers, assist with invoice processing, monitor lead times and manage through to fulfilment and delivery.
- **Inventory Management:** liaise with warehouses, assist with stock checks at our studio, support investigation of stock discrepancies and help maintain accurate records across internal systems.
- **Customer service:** provide helpful, knowledgeable customer service throughout the order journey, answer customer calls and emails and foster strong relationships.
- **Studio & Events:** welcome clients to 188, provide tours when required and assist with ad-hoc events and studio activities.

Although these will be your main responsibilities, the nature of working in an exciting and growing practice means that you will be exposed to other aspects of the business, with a willingness to get involved essential.

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## **Ideal Candidate:**

- Enthusiasm for interior design and working knowledge of the interiors industry.
- An organised team player with thorough attention to detail.
- Adaptable to changing priorities and proven experience multi-tasking.
- Proficiency in Shopify, Xero and Microsoft Office (particularly Excel).
- Fluent in spoken and written English.

## **Company Benefits:**

- Competitive salary based on experience
- Pension contribution
- Health insurance
- 25 days holiday allowance (plus bank holidays)
- Excellent staff facilities at our Hammersmith premises
- Discounts on our Shoppa collection

## **To Apply:**

Please send a copy of your CV and a concise cover letter expressing your interest and why you might be suitable for the position to [careers@beataheuman.com](mailto:careers@beataheuman.com).