

FINCHAM

OFFICE ASSISTANT/PA - FINCHAM COMMUNICATIONS

14 MANCHESTER MEWS, LONDON W1U 2DX

As Fincham Communications enters an exciting chapter with new client launches and projects, we are looking for exceptional team members to join our growing agency.

This is a unique opportunity to work within one of London's most dynamic fashion, lifestyle, and luxury communications agencies, a fast-paced, creative environment where ideas, relationships and culture drive everything we do.

We are looking for ambitious self-starters who thrive in collaborative environments, love the energy of events and brand building, and are excited by the opportunity to grow within an entrepreneurial agency. Fincham is a place for individuals who are proactive, culturally aware, and eager to take ownership of projects while developing their careers alongside an experienced and passionate team.

Founded in 2024, Fincham Communications represents a curated roster of fashion and lifestyle brands including Mother Denim, Tilly Sveaas and Wiggy Kit. At Fincham, we value creativity, energy, strong relationships, and a collaborative spirit. We are passionate about building impactful brands, creating meaningful cultural conversations, and nurturing talent within our team.

ROLE OVERVIEW

The Office Assistant / PA is responsible for supporting the smooth day-to-day running of Fincham Communications, providing administrative, organizational and personal assistance to the founder. This role requires a highly organized, proactive and discreet individual who thrives in a fast-paced agency environment and is looking to build experience and learn with a brilliant team.

The successful candidate will support office operations, diary management, events coordination and general administrative tasks while helping to maintain an efficient and welcoming workplace as well as helping to organize team activities during the summer months.

ROLE DESCRIPTION

- Provide day-to-day administrative support to senior leadership and the wider team
- Manage diaries, meetings, travel arrangements and scheduling
- Coordinate office operations and ensure the showroom and office are organized
- Assist with event planning, guest lists and logistics for launches, press days and agency events
- Answer calls, emails and general enquiries professionally and efficiently

- Support with invoicing, expenses and supplier coordination where required
- Maintain office supplies, deliveries and showroom organization
- Prepare documents, presentations and meeting materials
- Support onboarding processes for new starters and assist with HR administration
- Coordinate couriers, sample deliveries and returns
- Liaise with clients, suppliers and external contacts in a professional manner
- Assist senior leadership with personal assistant duties and confidential tasks
- Ensure all administrative systems and databases remain accurate and up to date
- Support the wider team with ad hoc requests and agency projects

KEY RESPONSIBILITIES

Administrative Support

- Manage calendars, appointments and travel bookings
- Organize meetings and prepare agendas where required
- Maintain filing systems, documents and office records
- Support finance administration including invoices and expenses

Office Management

- Ensure the office environment is welcoming, organized and efficient
- Manage office supplies and coordinate maintenance or supplier requirements
- Support the smooth running of the Fincham showroom and meeting spaces
- Managing editorial subscriptions and media archives

Event & Team Support

- Assist with planning and coordination of agency events and press days
- Support team logistics during launches, events and Fashion Weeks

Personal Assistant Duties

- Provide confidential and professional support to senior leadership
- Assist with personal scheduling, bookings and organizational tasks
- Handle sensitive information with discretion and professionalism

ABOUT YOU

- Previous experience in an administrative, office assistant or PA role preferred
- Excellent organizational and time management skills
- Strong communication and interpersonal abilities
- Highly proactive with a positive can-do attitude
- Able to multitask and work efficiently under pressure
- Strong attention to detail and problem-solving skills
- Professional, discreet and reliable
- Confident using Microsoft Office, Google Workspace and general office systems
- Passionate about fashion, lifestyle and creative industries
- Team-oriented with a flexible and adaptable approach
- Opportunity to grow with an amazing team

Contact Details

bianca@finchamcommunications.com