



The Lacquer Company produces lacquer furniture and accessories, handmade by skilled craftsmen in Saigon, Vietnam and sold worldwide. The company has showrooms in London's Pimlico Road and New York Design Center. The Company deals primarily with high end residential interior designers and focuses on excellent design, exceptional craftsmanship and immaculate customer service. They are looking for an excellent candidate to join the London team in a diverse and exciting position. The role would suit an independent and self-motivated candidate and we are looking for an ambitious, organised and energetic individual who wants to be part of a rapidly growing and well-respected business.

www.thelacquercompany.com

Personal Assistant

The Personal Assistant will be responsible for supporting the company's founder, James Lowther, in the day to day running of The Lacquer Company. This is an essential support role and will require meticulous organisation, strong administration skills and excellent self-direction. As the CEO is often required to travel to Vietnam or the US, you must be able to act as his proxy and he needs confidence in your support. You will need to be comfortable working on numerous tasks/projects and proactively manage both your workload and assisting the CEO. As well as supporting the CEO, there will be additional support duties across the London office and as you will be based in our Pimlico Road showroom, there will also be some client-facing responsibilities. We are looking for an enthusiastic and competent all-rounder who will become a central part of the developing team.

Detailed information on role and responsibility is provided below:

Key Responsibilities:

- Acting as the main point of contact for the CEO and providing all administrative support for them
- Monitoring, screening and responding to emails on the CEO's behalf
- Managing the CEO's diary - booking meetings, appointments and keeping on top of timelines
- Helping the CEO's business travel itineraries
- Assisting with special projects, such as the renovation of the CEO's house in the Cotswold's
- Attending key internal and external meetings as required, taking minutes and circulating to attendees
- Managing expenses, liaising with the finance team and assisting with ad-hoc administrative tasks
- Managing the day-to-day housekeeping requirements of the office
- Acting as liaison between the London, New York and Saigon offices
- Organising team building events
- Acting as a representative of The Lacquer Company as the CEO's proxy, making sure that the company is well represented to visitors, suppliers and clients
- To be a dependable and upbeat lynchpin within the company, approachable to the UK, US and Vietnam teams, liaising with and uniting the team



Skills and Experience:

- A friendly, dynamic and enthusiastic individual with a strong work ethic and excellent eye for detail
- Excellent organisational skills – able to self-motivate, multitask and time manage
- 2+ years' experience in a similar role
- Competent in MS Office and Mac OS (Outlook, PowerPoint, Word etc.). The ability to work effectively with AI tools is a plus
- Exceptional presentation and communication skills (both written and verbal)
- Experience in working alongside a team and motivating other colleagues in a diplomatic and confident manner
- Willingness to learn and grow within the company
- Interest and experience in design or interiors is desirable but not essential

What we offer:

- Competitive salary, plus bonuses
- A dynamic, professional and fun working environment
- Regular team building events
- Private medical insurance
- Company pension
- Staff discount
- 25 days holiday per year, plus time off between Christmas and New Year, and an additional half a day each month for personal time

HOURS: Full-time (37.5 hours/week) Monday to Friday. Daily hours are 9.30am-5.30pm with some flexibility depending on CEO's travel location. He travels frequently to Saigon and New York and so a small amount of flexibility will be required while he is away to optimise responsiveness (9am-5pm and 10am-6pm occasionally). The role is primarily office based in our Pimlico Road showroom with some working from home.

Please send your CV to:
Email: showroom@thelacquercompany.com
Telephone: 020 3410 0580