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Studio Manager and PA to Director for Anahita Rigby Ltd

Start Date immediately

Part-time Monday to Wednesday, 9am-5:30pm

Salary dependant on experience

Overview

An exciting opportunity to play a pivotal role in a leading interior design studio. Based in an architectural and interior design studio in central London, you will oversee the smooth day-to-day running of operations while working closely with the team and supporting the director.

We are seeking a highly organised, proactive individual who thrives in a dynamic environment and is passionate about delivering operational excellence in the creative sector.

Key Responsibilities

Financial Oversight:

- Direct invoicing for projects, including generating invoices for clients, tracking payments and making payments to suppliers.
- Liaise with clients and suppliers to guarantee seamless execution of transactions.
- Work closely with external accountants to reconcile accounts, track all incoming and outgoing payments, and ensure financial records are accurate and up to date.

Studio Operations:

- Manage the day-to-day studio operations, including scheduling, invoicing, timesheets, equipment maintenance, and inventory management.
- Ensure operational systems run efficiently to support timely project completion and peak functionality.

Client & Partner Collaboration:

- Act as a key point of contact for client inquiries, ensuring a positive and professional experience.
- Liaise with external partners and suppliers to create bespoke pieces, integrating them seamlessly into design projects.

Personal Assistant to Director

- Managing calendars and events
- Liaising with the studio team to co-ordinate meetings, take minutes
- Assist Anahita with personal day to day items

Experience & Qualifications

- Experience in studio operations, or administrative management, ideally in the interior design or creative industries.
- Experience with the following software; Microsoft, Esti, Excel, Adobe PDF & Xero

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- Experience with Adobe InDesign a plus, but not essential
- Highly organised, with the ability to manage multiple priorities in a fast-paced environment. (continued)
- Excellent communication and interpersonal skills, with the ability to liaise effectively with clients, suppliers, and team members.

Key Skills

- **Organisation:** A natural multitasker who can manage competing priorities with efficiency and effective time management.
- **Proactiveness:** Anticipate challenges and proposes solutions before issues arise.
- **Communication:** Capable of building strong relationships with clients, suppliers, and colleagues.
- **Detail Oriented:** Ensure tasks are completed with accuracy and thoroughness.
- **Problem Solver:** Find innovative and practical solutions to operational challenges.
- **Adaptable:** Thrives in a dynamic and fast-paced environment with evolving priorities.

How to Apply

Please send your CV and a cover letter to contact@anahitarigby.com