

sister

Production & Fulfilment Manager
London, SW1H
Studio based 3 days per week / working from home

About the Role

We're thrilled to announce an exciting new opportunity at Sister by Studio Ashby.

As our business continues to grow, we're on the lookout for a talented individual to join us full-time in a Production & Fulfilment role. In this capacity, you'll be responsible for overseeing the manufacturing process of our made-to-order furniture range and accessories.

Collaborating closely with our esteemed team including the Lead Furniture Designer, Retail Director, Showroom Manager, and Creative Director Sophie Ashby, you'll play a pivotal role in ensuring that our product range maintains the highest standards, both domestically and internationally.

About Us

Sister by Studio Ashby launched in 2020 as a part shop, part playground. A playful manifestation of Studio Ashby's aesthetic. Our collection of future heirlooms, bespoke furniture, vintage treasures, art and accessories, are all curated and designed in-house by Studio Ashby and our founder Sophie Ashby. Every piece has a story to tell, drawing on a myriad of references and Sophie's continual foraging.

"Possessions and art are so powerful at making you feel comfortable and familiar, they create a sense of home" - Sophie Ashby

In a rare skyscraper-less clearing on Caxton Street sits our home, the Grade I listed Blewcoat School, where we hope to create a sense of home for all who visit this beautifully unique building.

Although we're playful by nature, one thing Sister is serious about is the art of craftsmanship. All our furniture is designed in-house, and each item is then hand-made in the UK, wrought into shape through sustainable materials via the hands of life-long experts in their trade.

The Opportunity

We are seeking a meticulous and organised individual to join our team at Sister by Studio Ashby as a Production and Fulfilment Manager. In this role, you will oversee the entire production process of our luxury furniture range, ensuring timely delivery and exceptional quality standards. You will collaborate closely with various stakeholders, including designers, suppliers, and logistics partners, to streamline operations and optimise efficiency.

This is an exciting opportunity to join a young business at an exciting period of growth and gain a broad set of experiences across production management, fulfilment, logistics,

Key Responsibilities

- Manage the end-to-end production process of bespoke furniture and accessories.
- Coordinate with suppliers and manufacturers to ensure timely procurement of materials and components.
- Monitor production schedules and prioritise tasks to meet deadlines and customer requirements.
- Conduct quality inspections at different stages of production to maintain our high standards of craftsmanship.
- Oversee packaging and shipping processes to ensure products are delivered safely and on time.
- Develop and maintain relationships with key stakeholders, including designers, vendors, and logistics partners.
- Continuously evaluate and improve production processes to increase efficiency and reduce costs.
- Provide regular reports and updates to management on production status, performance metrics, and areas for improvement.

About You

Technical

- Proven experience in production management, preferably in the furniture or manufacturing industry.
- Awareness of furniture performance regulations for commercial and residential sectors.
- Strong organisational and multitasking skills, with the ability to manage multiple projects simultaneously.
- Attention to detail and a commitment to quality, with a keen eye for identifying defects and ensuring product excellence.
- Proficiency in inventory management software and Microsoft Office Suite.
- Knowledge of furniture production techniques and materials is desirable.
- A successful candidate should have at least 3-5 years of experience in a similar role.

Cultural

- Great communication and presentation skills - verbal and written. Fluent in spoken and written English.
- Have working experience within entrepreneurial environments.
- Be a great communicator who can hold their own with suppliers, contractors and fabricators.
- Have an energetic and positive attitude.
- Be a confident, loyal, and trustworthy person.

Join our team and play a pivotal role in delivering exceptional furniture to our valued clients worldwide. If you're passionate about craftsmanship and thrive in a fast-paced environment, we'd love to hear from you.

Please submit a CV and covering letter in PDF format to careers@studioashby.com with the subject 'Production & Fulfilment Manager'