

STUDIO ATKINSON

PRODUCTION & OPERATIONS COORDINATOR

ABOUT STUDIO ATKINSON

Studio Atkinson is a British design studio working across interiors and product, united by a shared belief in warmth, integrity and enduring design.

Founded by Creative Director Susie Atkinson, the studio creates furniture, lighting, textiles and homeware designed to bring comfort, character and longevity to everyday living. Every piece is shaped by years of interiors experience and a deep understanding of proportion, material and detail.

Working closely with skilled British makers and specialist workshops, we create products that are thoughtful, distinctive and built to endure. As a growing family business, led day to day by Susie's daughter Lara alongside a close knit team, we value collaboration, curiosity and a hands-on approach to everything we do.

Our work is rooted in British craft, material integrity and the belief that the best pieces are the ones chosen carefully, lived with for years and valued over time.

AT A GLANCE

Salary	£28,000 to £30,000 depending on experience
Contract	Full time, permanent
Reporting to	Sales & Product Manager
Location	Hybrid, London



THE ROLE

This is an opportunity to join a growing British design studio at an exciting stage in its development.

The Production & Operations Coordinator plays a central role in ensuring Studio Atkinson products are produced, managed and delivered to the highest standard. Working across production, inventory, logistics and supplier management, you will help ensure every product moves smoothly from maker to customer while maintaining the quality, care and attention to detail that define the Studio Atkinson brand.

Working directly with the leadership team, you will gain hands-on experience across production, logistics, supplier management, inventory and e-commerce operations. No two days are quite the same. From coordinating deliveries and managing stock to supporting new product launches and working with skilled British makers, you will play a key role in bringing Studio Atkinson products to life while developing broad commercial and operational experience within a growing business.

KEY RESPONSIBILITIES

Production & Supplier Management

- Manage day to day relationships with furniture makers, fabric mills and production partners.
- Coordinate production schedules and monitor lead times.
- Track supplier orders and proactively resolve delays or quality concerns.
- Support new product development through supplier liaison, sampling and costing.
- Maintain accurate production records and timelines.

Inventory & Warehouse Operations

- Oversee stock levels across warehouse and production partners.
- Maintain accurate inventory records and stock reporting.
- Conduct regular stock checks and support replenishment planning.
- Ensure warehouse processes are organised, efficient and aligned with Studio Atkinson standards.
- Support the implementation of improved operational processes where appropriate.

Logistics & Fulfilment

- Coordinate domestic and international deliveries.
- Manage relationships with courier and freight partners.
- Ensure products are packaged and delivered to a consistently high standard.



- Work closely with the Sales & Product Manager to ensure orders are fulfilled accurately and on time.
- Resolve delivery issues promptly and professionally.

Systems & Reporting

- Maintain stock management, logistics and e-commerce systems.
- Support the day to day management of Shopify and associated operational platforms.
- Monitor integrations between inventory, fulfillment and e-commerce systems.
- Produce reports on stock levels, production timelines and fulfilment performance.
- Identify opportunities to improve accuracy, efficiency and visibility across operations.

Collaboration & Internal Support

- Work closely with the Sales & Product Manager to align production with sales demand.
 - Support the Creative Director with production feasibility, supplier insights and timelines.
 - Provide regular updates on stock, production and logistics performance.
 - Contribute to continuous improvement across operational workflows.
 - Support the wider team with administrative and operational tasks as required.
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WHO WE'RE LOOKING FOR

We're looking for someone who enjoys organising, problem solving and making things happen behind the scenes.

You may be a recent graduate or at the beginning of your career, with an interest in interiors, design, operations, logistics or e-commerce. Equally, you may already have some experience in a similar role and be looking to develop your skills within a creative and growing business.

Most importantly, you are organised, detail focused, eager to learn and take pride in doing things properly.

Essential Skills & Experience

- Strong organisational skills and attention to detail.
- Excellent written and verbal communication skills.
- Confidence using Microsoft Office, Google Workspace and spreadsheets.
- Ability to manage multiple priorities and work independently.
- Positive, proactive and collaborative approach



- Interest in interiors, furniture, design or creative businesses.
- Strong problem solving skills and willingness to take ownership.

Desirable Skills & Experience

- Previous experience in an administrative, operations, logistics or supply chain role.
 - Experience using Shopify or other e-commerce platforms.
 - Experience working with inventory, stock management or order processing systems.
 - Degree or relevant qualification.
 - Experience within interiors, furniture, homeware, fashion or another design led business.
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WAYS OF WORKING

Studio Atkinson is a collaborative and supportive business where everyone plays an important role in shaping how we grow.

As a small team, we value initiative, flexibility and a willingness to get involved. We believe great work comes from clear communication, mutual respect and a shared commitment to doing things properly.

This role combines independent responsibility with close collaboration across the business, offering the opportunity to make a visible impact and develop alongside the company.

We are looking for someone who is curious, dependable and excited by the opportunity to contribute to a growing British design studio.

Studio Locations

Co Working Space

London WC1A 2TH

Studio

London SW6 4TU



WHAT WE OFFER

- 25 days annual leave plus bank holidays.
 - Flexible hybrid working.
 - Access to our London co-working space and studio.
 - Early finishes during the summer months.
 - Dog friendly workplace.
 - Studio Atkinson products at cost price.
 - Direct exposure to every aspect of a growing design business.
 - Opportunity to learn from an experienced team working across interiors and product.
 - A collaborative, supportive and creative working environment.
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JOIN US

Studio Atkinson is committed to creating an inclusive workplace where everyone feels welcome and valued. We encourage applications from people of all backgrounds, experiences and perspectives.

If you are highly organised, eager to learn and interested in how beautifully made products move from concept to customer, we would love to hear from you.

This is an opportunity to build valuable experience within a respected design studio, working closely with a small team who care deeply about quality, craftsmanship and creating products that endure.

To apply, please send your CV and a short covering email explaining why the role interests you to careers@studio-atkinson.com.

Applications will be reviewed on a rolling basis and we encourage early applications.

