



**Olivia van Oppen**  
**07805931515**

### **Personal Assistant to Olivia van Oppen**

**Location:** Queens Park, London

**Hours:** Part-time | Two mornings per week (Monday & Wednesday)

**Contact:** olivia@oliviavanoppen.com

Olivia van Oppen is seeking a highly organised Assistant to join her friendly, busy and growing bespoke soft furnishings business, based in Queens Park, London. Working closely with Olivia, this exciting and varied role is perfect for someone who enjoys working across administration, client coordination, and collaborative creative projects.

#### **Key Responsibilities**

- Preparing client estimates and issuing invoices.
- Organising fitters and scheduling installations.
- Managing diary and travel arrangements.
- Tasks and project management.
- Preparing clear worksheets and instructions for the workroom.
- Coordinating production schedules with the workroom.
- Monitoring and maintaining workroom stock levels.
- Building and maintaining professional relationships with clients, suppliers and colleagues.
- Creating and scheduling basic social media content.
- Assisting with occasional site visits for measure up's and client meetings.
- Enthusiasm to develop an understanding of bespoke soft furnishings.

#### **Skills & Experience**

- Reliable, dependable and trustworthy, with the ability to handle sensitive and confidential information.
- Attention to detail with strong organisational and problem-solving skills.
- Ability to work under pressure and meet deadlines.
- Adaptable and flexible to changing priorities and last-minute adjustments.
- Strong communication (verbal and written) and client-facing skills.
- Confident using Outlook, Xero (invoicing) and other related software.
- Previous PA experience preferred.
- Interest in interiors, design, or textiles is highly desirable.
- Friendly, positive and a team player!

#### **Working Hours**

- Two mornings per week: Monday and Wednesday.
- Occasional flexibility may be required.