

STUDIO ATKINSON

JOB DESCRIPTION: PRODUCTION & LOGISTICS CO-ORDINATOR

ABOUT STUDIO ATKINSON

Studio Atkinson is a high-end design studio known for timeless craftsmanship, elegant interiors, and a curated collection of luxury furniture and homeware. We blend heritage and innovation to create pieces that feel both classic and contemporary, collaborating closely with artisans and interior designers around the world.

THE ROLE

The Production & Logistics Co-ordinator plays a pivotal role in ensuring Studio Atkinson's products are produced, managed, and delivered to the highest standard. This role bridges creative vision with operational excellence, ensuring every product that leaves the studio embodies the brand's commitment to quality craftsmanship, seamless logistics, and premium customer experience.

KEY RESPONSIBILITIES

PRODUCTION & SUPPLIER MANAGEMENT

- Manage day-to-day relationships with fabric mills, furniture makers, and other production partners.
- Coordinate production schedules, ensuring lead times are met without compromising quality.
- Track supplier orders and proactively resolve any delays or quality issues.
- Support new product development by liaising with suppliers on samples, materials, and costs.

INVENTORY & WAREHOUSE OPERATIONS

- Oversee stock levels across warehouse and production partners, ensuring accurate digital records and timely replenishment.
- Conduct regular inventory checks and maintain an organised, efficient stock management system.
- Use IT tools to ensure warehouse processes align with Studio Atkinson's premium standards.

LOGISTICS & FULFILMENT

- Coordinate domestic and international shipping logistics, managing courier and freight partners.
- Ensure all packaging and delivery processes reflect the studio's premium brand identity.
- Work with the Sales & Product Manager to ensure orders are fulfilled accurately and on time.
- Troubleshoot fulfilment and delivery issues quickly to maintain high levels of client satisfaction.



STUDIO ATKINSON

IT & SYSTEMS

- Maintain and optimise stock management and logistics software to ensure accuracy and efficiency.
- Confidently manage e-commerce back-end processes, order flows, and integrations between sales and logistics systems.
- Generate reports from systems (stock levels, production timelines, fulfilment performance) to support strategic decision-making.
- Support the wider team with IT-related troubleshooting and improvements across production and logistics workflows.

COLLABORATION & INTERNAL SUPPORT

- Partner closely with the Sales & Product Manager to align production and stock availability with sales demand.
- Support the Creative Director on production feasibility, timelines, and supplier insights.
- Provide regular updates on stock, production status, and logistics performance to the wider leadership team.

SKILLS & ATTRIBUTES

- Highly organised, with strong attention to detail and ability to manage multiple moving parts.
- Strong IT proficiency, with experience using stock management, logistics, and e-commerce systems.
- Comfortable with spreadsheets, reporting, and troubleshooting technical issues.
- Excellent communicator, able to build strong relationships with suppliers, couriers, and colleagues.
- Problem-solver who can balance premium quality standards with commercial realities.
- Background in production, supply chain, logistics, or operations within interiors, fashion, or luxury goods is desirable.

