

Balineum – Product Administrator

Job Posting Date: October 2026

About Us

At Balineum, we offer a carefully curated collection of bathroom and kitchen tiles and furnishings. Our products are made to order through a trusted network of craftsman and suppliers in the UK and Europe.

Our clients are largely interior designers and architects working on high-end residential projects – we offer a wide range of options, with no minimums – so each project is bespoke.

We are a collaborative team of 10, based mainly at our Hampstead NW3 studio, with a warehouse in Tottenham.

Role Overview

Reporting to the Product Manager, your role will be to maintain accurate product data and support projects across our website, marketing, PR and sales. You will work closely with colleagues, suppliers, agencies and freelancers, and will be comfortable combining detailed data work with practical tasks in a small business.

Required Skills & Experience

Your confidence with data and maintaining a positive, methodical approach across a broad range of tasks matters most. Previous product-management or bathroom-industry experience is not required; thorough training on our products and specific systems will be provided.

- Methodical, with excellent attention to detail
- Proactive and able to solve problems
- Comfortable managing multiple projects with varying timescales
- Strong excel skills and meticulous in your handling of data:
 - Confident manipulating large bundles of data, using CSV imports & exports.
 - Comfortable with pivot tables and equations like CONCATENATE, VLOOKUP etc
- Experienced with accounting, inventory or ERP software. We use BrightPearl.
- Clear written and verbal communication with colleagues, suppliers, agencies and freelancers.
- Good visual presentation skills using PowerPoint, Google Slides or similar tools.
- Helpful but not essential:
 - Experience in product buying or management
 - Adobe InDesign, Photoshop or Bridge skills
 - Working knowledge of Shopify and/or Mailchimp
- An interest in interiors, design, craft or materials is a plus - we're a design-led brand.

Day to Day Responsibilities

Product Data and Systems

- Maintain accurate product information and pricing across Brightpearl, Shopify, InDesign catalogues, Excel price lists, and PR and marketing assets.
- Set up new products consistently, including product codes, dimensions, weights, descriptions, images and pricing.
- Coordinate price and product changes so every system and document remains aligned.

Samples and Stock

- Order samples, monitor stock levels, and help receive and label items with the warehouse team.
- Support annual stock counts at the studio and warehouse.

Marketing PR and Sales Support

- Help organise photography shoots; then name, file and distribute new images and other assets.
- Gather product information for catalogues, the website, marketing materials, launches and press packs.
- Share accurate product information and images with the PR agency, journalists and other external partners.
- Maintain sales resources, including catalogues, price lists, installed-project images, care and installation instructions, FAQs and product information.
- Support events and PR projects, and remove mailing-list subscribers when requested.

Working Across the Business

- During your onboarding and training, you will work in client sales and checking and packing orders to understand the full customer journey.
- As a small business, we all help with answering the door and phone. Support other teams with ad hoc projects. The majority of your role will remain product focused.

Employment Details

- Hours: Full-time or part-time, 30–40 hours per week, worked within 9:00 am–6:00 pm.
- Location: Hampstead NW3 studio, with occasional work at the Tottenham warehouse.
- Holiday: 33 days, plus paid Christmas closure between Christmas Day and New Year.
- Salary: £33,000–£40,000 depending on experience and training needs.
- Reporting to: Product Manager.

To Apply

- Email your CV and a short cover letter to recruitment@balineum.co.uk by **Sunday 8th November 2026**.