

## *STUDIO AND OPERATIONS MANAGER*

### ABOUT US

Elizabeth Hay Design is a boutique interior design firm with studios in Hungerford and Singapore. We specialize in high-end, detail-driven international projects and are expanding our e-commerce and product design offerings.

### THE ROLE

We are looking for a **Studio & Operations Manager** to work closely with Elizabeth and the team, ensuring the smooth and efficient running of the studio. This is a pivotal role, requiring someone highly organized, proactive, and commercially minded, who will not only handle studio operations but also contribute to business growth, particularly in e-commerce and digital marketing.

### KEY RESPONSIBILITIES

- **Financial Administration:** Oversee bookkeeping, reconcile invoices in QuickBooks, liaise with accountants in the UK and Singapore, and ensure smooth financial processes.
- **Studio & Operations Management:** Manage the day-to-day running of the design studio, including scheduling meetings, organizing workflows, and maintaining the materials library.
- **Logistics & Procurement:** Process supplier invoices, manage stock levels, and oversee US, UK, and European website orders.
- **Business Development Support:** Assist in developing new product ideas, coordinating press and PR inquiries, and ensuring the website and social media platforms are up to date.

- **Marketing & Content Creation:** Manage blog content, assist with social media strategy, and support e-commerce growth.

#### WHO YOU ARE

- A highly organized and proactive problem solver with **strong business acumen**.
- Confident, reliable, and self-sufficient, able to take ownership of tasks without constant oversight.
- Experienced in bookkeeping and financial admin, with a solid understanding of **QuickBooks or similar accounting software**.
- Able to work in a fast-paced environment, juggling multiple responsibilities while maintaining attention to detail.
- Ideally, has an interest in design, content creation, or marketing to contribute to the brand's online presence.

#### WHAT WE OFFER

- **Full-time role** (Monday-Friday, 9:00 AM – 5:30 PM)
- **Hybrid working** – 3 days in the Hungerford studio, 2 days remote
- **No fixed holiday allowance** – flexible time off, with a **10-day closure over Christmas**
- **A dynamic, creative, and supportive work environment** with opportunities to grow

#### HOW TO APPLY

Please submit your CV and a short cover letter to [colin@elizabethhaydesign.com](mailto:colin@elizabethhaydesign.com) with the subject line: **Studio & Operations Manager Application**.