

BEATA HEUMAN

JOB DESCRIPTION

EXECUTIVE ASSISTANT & STUDIO MANAGER

February 2025

About the company:

Beata Heuman is an interior design practice and maker of homewares and furnishings known for its original and creative design. The interiors team works primarily on houses in the UK, USA and Europe and has a growing reputation for commercial projects including hotels and restaurants.

The studio's collection of fabrics, wallpapers, lighting, handles and furniture is designed entirely by Beata and her team and is available exclusively for purchase from its online Shoppa and by-appointment showroom. The team is based at 188 Hammersmith Road in a beautiful Grade II listed townhouse.

For more information please visit beataheuman.com or our Instagram profile [@beataheuman](https://www.instagram.com/beataheuman).

Purpose of the role:

You will work closely with Beata to help manage and organise her day-to-day responsibilities, and also play a key role in supporting the operation of our studio at 188 Hammersmith Road. This position is suitable for someone highly organised, with an eye for detail and excellent communication skills.

Reporting to Beata Heuman (Principal), the successful applicant will relish owning a crucial part of the growth journey of an exciting brand within a small team. This is a full-time role (Monday to Friday), based at our studio in Hammersmith, London.

Responsibilities:

- **Executive Assistance:** calendar management, help with managing Beata's inbox, booking travel, filing receipts and ad hoc tasks including some personal requests such as restaurant bookings.
- **Studio Operations:** management of the studio, taking minutes for team meetings, overseeing maintenance of office stores, ensuring the studio remains organised and well-looked after.
- **Studio Communications:** sharing responsibility for receiving calls to the company, filtering correspondence sent to the general studio email, assisting with opening of post and answering the door.
- **Press & Events:** managing press enquiries, organising interviews, sharing press releases and dealing with incoming requests for press content, help organise events at the Studio.
- **HR assistance:** oversee induction and welcoming of new staff, assist with organisation of team outings and training, managing group travel requirements with travel agent, help manage staff holiday requests.

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Although these will be your main responsibilities, the nature of working in an exciting and growing practice means that you will be exposed to other aspects of the business, with a willingness to get involved essential.

Ideal Candidate:

- At least 2 years of experience working as a personal assistant.
- Enthusiasm for interior design and working knowledge of the interiors industry.
- An organised team player with thorough attention to detail.
- Adaptable to changing priorities and proven experience multi-tasking.
- Proficiency in Xero and Microsoft Office.
- Fluent in spoken and written English.

Company Benefits:

- Competitive salary based on experience
- Pension contribution
- Health insurance
- 25 days holiday allowance
- Excellent staff facilities at our Hammersmith premises
- Discounts on our Shoppa collection

To Apply:

Please send a copy of your CV and a concise cover letter expressing your interest and why you might be suitable for the position to careers@beataheuman.com.

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