

◆ ROBERT KIME ◆

Business Operations Manager (12 Month Maternity Cover)

Start Date: January 2025

Location: Marlborough, UK

Working Hours: Monday – Friday, 09:00am – 5:00pm

Robert Kime is looking for a Business Operations Manager (Maternity leave cover) on a fixed-term 12-month contract. We are looking for someone who is experienced, enthusiastic, knowledgeable and enjoys the varied challenges of an operational role; they will be self-motivated to be able to work collaboratively with a wider management team to achieve business excellence. This is a full-time role position with working hours 9:00 am – 5:00 pm, Monday to Friday in our Marlborough Head Office. There will be the occasional travel to our London Showroom, and flexibility is required around the working hours to meet the business needs.

Robert Kime is a unique and curated brand for the interior design trade and the discerning retail customer. We have a showroom in Ebury Street, London and Head Office in Marlborough, Wiltshire, and we work with a selection of showroom partners in the US.

The company stemmed from our founder, Robert, and his enthusiasm for antique dealing and collecting and his fascination with history and art. Today, the company continues to embody Robert's broad and unique sensibility, emphasising the experiential. In 2016, Orlando Atty was appointed Managing Director and since then has focused on global business growth whilst furthering the brand's design sensibility.

General Responsibilities

- Manage the day-to-day responsibilities of a small, growing business, whilst fostering a positive work environment to encourage teamwork & innovation
- Working closely with the Managing Director, Head of Finance, Head of Sales and Brand Projects Manager to support strategic planning, business strategy, reporting, profitability, account and stock accuracy, alongside sales and logistics to improve communication and business efficiency.
- Implementing and maintaining good internal processes, product quality and efficiencies.
- Ensuring programmes and tools are updated to continue business growth.
- Management of the operational teams in Marlborough, including but not limited to product specialists, logistics and shipping.
- Supplier management, whilst supporting product development to deliver successful project events and launches.
- Overseeing the logistics of new sites and storage facilities, ensuring to include relevant H&S processes.
- Ensure compliance with industry regulations, H&S updates and organisational policies.
- Supporting the Stock controller with stock takes, system updates, pricelists and profitability.
- Develop and implement operational strategies to enhance productivity and efficiency within the organisation.
- Implement processes for the Design Team and support with the integration onto one system.
- Providing cover for other roles in the business for holidays, sickness and during busy periods.

Skills Required

- Excellent time management, communication and organisational skills with an ability to juggle multiple projects of varying sizes.
- Ability to work discreetly and confidentially with clients.
- Proficient in the use of Apple and Microsoft programs.
- Adaptability with new systems: house training will be given on our inventory and sales system.
- Good knowledge of stock control and experience with products and components.
- Ability to prioritise work in a fast-paced environment with the need to work to tight deadlines when necessary.

If you are interested in this position, please send your C.V. and Cover Letter to Emma Devenish at emma.devenish@robertkime.com