



## Studio Assistant - Full-time Position

This role will require a hands-on attitude as well as an exceptional eye for detail. The candidate will be based between our Notting Hill studio and warehouse. The ability to multitask in a fast paced environment is essential.

### Sampling Fulfilment

- Responsible for picking, labelling and posting fabric, braid and wallpaper samples.
- Providing administrative support to the Sales team – keeping a record of samples shipped.
- Managing stock of fabric, wallpaper and braid samples.
- Assisting with all sampling fulfilment for both the UK and the US, including US showrooms.

### Order Fulfilment

- Packing and shipping Susan Deliss products, including cushions, ceramics, small items of furniture, heavy kilims.
- On occasion, assisting or covering for the Logistics Manager with picking, cutting, packing and organising deliveries of Susan Deliss fabrics and braids at our warehouse, packing orders to exceptionally high standards.
- On occasion, assisting the Logistics Manager with the maintenance of the inventory system.

### Other Duties

- Assisting the Studio Manager in maintaining website product inventories.
- Assisting the Studio Manager with monitoring stationery and cushion pads stock levels.
- Assisting the Director with errands and general administrative tasks.

### General Requirements

- Attention to detail, you will be packing a range of Susan Deliss products, including cushions, ceramics, small items of furniture and heavy kilims.
- Experience with Excel is preferable but not essential.
- Strong administrative and organisational skills.
- Comfortable with heavy lifting.

### Job Type: Full-time

Schedule: Monday to Friday, 8:30 AM to 5:30 PM, primarily in the Notting Hill office and in the Fulham warehouse.

For more information about this role, please contact [abi@susandeliss.com](mailto:abi@susandeliss.com)