

JO HAYES WARD

STUDIO OFFICER: 6 - 8 MONTH MATERNITY COVER JOB DESCRIPTION

JOB TITLE:	Studio Officer / PA
REPORTS TO:	Director
SALARY:	Competitive but dependent on experience
CONTRACT:	1-2 days per week (pending skillset + studio schedule) for period of at least 6 months, potential for an ongoing placement for the right person
START DATE:	1 st July 2019

To apply, please send CV and cover letter to info@johayesward.com quoting reference 'Studio Officer Maternity Cover'. Applications by other routes will not be considered.

The deadline for this application is Wednesday 19th June with interviews taking place w/c 24th June.

JOB ROLE

Jo Hayes Ward is seeking a studio officer / PA for maternity cover within her south London fine jewellery studio. The current workshop manager is going on maternity leave over the summer and the company is seeking an energetic, highly organised individual with experience in the fine jewellery industry to work closely with the owner and studio assistant to keep things ticking over while she is away. There is potential for this to become a permanent role following the maternity leave period (the current Workshop Manager is due to be back to work in the beginning of 2020), for the right individual.

MAIN DUTIES

The main duties and responsibilities include the following:

Order processing & stock management

- Updating and maintaining studio stock and production systems
- Organising domestic and international shipping of orders and consignment stock including producing shipment paperwork (e.g. delivery notes, commercial invoices), booking and liaising with shippers, packing and posting, liaising with client or stockist until goods are safely received
- Delivering and/or picking up consignment stock from London-based stockists and clients

Financial

- Taking card payments from stockists or clients (in person or over the phone) using our card machine
- Simple bookkeeping tasks such as:
 - Ensuring all receipts and supplier invoices received in the post / in person are scanned and submitted to bookkeeper
 - Filing all receipts from event sales as appropriate
 - Filing all receipts from purchases made as appropriate

JO HAYES WARD

Marketing

- Updating target mailing lists to ensure contact details are current as and when required
- Ad hoc assistance with ongoing marketing activities

Sales

- First response to client email enquiries, including passing on information on regular timelines, pricing etc
- Assisting with setting up for, managing our stand at and take down of stand at sales events such as Goldsmiths' Fair, Open Studios and other client / trade fairs that come up during the year. This does involve working the occasional evening / weekend.

Other / Operational:

- Monitoring stock levels of stationery and ordering more with plenty of advance notice
- Monitoring stock levels of branded packaging and stationery and flagging when re-orders will be needed with plenty of notice
- Sourcing new stationery providers as and when required
- Filing of paperwork (e.g. stockist or client orders) into existing filing systems
- General errands, for example to Hatton Garden, posting packages etc
- Any other duties / projects as required by the Director

APPLICANT SPECIFICATION

Essential

- Experience in the fine jewellery sector – eg. own jewellery practice or previous experience in working within jewellery galleries – and its processes (manufacturing, gemstones, techniques etc)
- Extremely high organisational skills and attention to detail
- Strong communication skills
- Personable and friendly, yet professional
- A trustworthy team player
- Adaptable and flexible in a busy working environment
- High levels of computer literacy with experience in Microsoft Office, Mail etc
- A passion for jewellery and design

Desirable

- Marketing and / or social media experience (personal or professional)
- Advanced Photoshop and Indesign skills
- Experience in maintaining Wordpress websites

To apply, please send CV and cover letter to info@johayesward.com quoting reference 'Studio Officer Maternity Cover'. Applications by other routes will not be considered.

The deadline for this application is Wednesday 19th June with interviews taking place w/c 24th June.