

BERNARD INTERIORS

Job Description: Studio Coordinator

We are looking for a highly motivated and organised Studio Coordinator to support our highly respected, passionate and proactive interior design team, working throughout the UK and Europe.

With proficient knowledge of Microsoft Office and all things IT you will have a positive can do attitude and will be accountable for managing the day to day running of the studio, where no two days are the same.

The successful applicant will be responsible for - but not limited to - the following responsibilities and duties:

GENERAL ADMINISTRATIVE DUTIES:

- Answering, screening and forwarding incoming phone calls
- Manage the front door intercom
- Support to directors – diary management, organising travel, ad hoc duties when required
- Be the first point of contact for clients, visitors, suppliers, deliveries arriving at the studio
- Deliver front of house hosting for client meetings including the organisation of refreshments and presentation documents
- Receive, sort and distribute daily post
- Maintaining stock of stationery / studio supplies
- Maintaining high levels of studio housekeeping – ensuring the studio is clean and tidy at all times and conference room is prepared for meetings
- Manage studio building repairs and improvement works, ensuring that works are carried out in an efficient manner with minimum disruption to the day-to-day operation of the office
- Manage and maintain studio contracts – utilities, telephones, internet etc
- Update calendars and schedule meetings
- Arrange travel and accommodation for site visits, project fit-outs, trips and outings
- Assist in the monitoring and update of all office policies and procedures to ensure the studio runs efficiently and effectively
- Ensuring studio policies are compliant with health and safety legislation
- Responsible for the onboarding and offboarding of employees
- Responsible for all IT - ensuring needs are met and maintained
- Troubleshooting any IT issues quickly and efficiently
- Coordination of studio events such as CPD's, workshops, supplier visits, team events
- Take meeting minutes and issue to the team
- General admin support to design team
- Liaising with the external marketing company
- Updating Instagram reels
- Overseeing and updating the website using Wordpress and Elementor

SKILLS AND EXPERIENCE

- Admin/studio coordinator experience in a similar environment and/or industry (design, architecture, construction etc)
- Proficient in MS Office, including word, excel and powerpoint
- Highly organised and motivated with a positive 'can do' attitude
- Excellent communication and interpersonal skills
- Outwardly professional with excellent telephone and email manner
- Ability to problem solve and use initiative where necessary
- Flexible and proactive approach

BERNARD INTERIORS

- Good time keeping & comfortable working to tight deadlines
- Strong attention to detail and thoroughness in all aspects of work
- Discretion in handling sensitive information

Please apply with a CV and covering letter to careers@bernardinteriors.co.uk