Company:

Veere Grenney has been at the forefront of the International interior design industry for over 30 years. He trained under Mary Fox Linton, and later was a director at Sibyl Colefax and John Fowler before launching his own company in central London 22 years ago.

Veere Grenney Associates is part of the House & Garden 100 Leading Interior Designers as well as the Architectural Digest Top 100.

Role: PA/Office Manager

•   Extensive travel arrangement and producing itineraries for business trips and vacations

•   Diary management including office shared calendar

•   Gate keeper to VG - fielding calls etc

•   Correspondence - Dictation (shorthand optional), Emails, Christmas card management

•   Office Management including food / stationery orders / booking tradesmen /services etc/ managing post (a junior design assistant will go to the post-office - the PA ensures all is running like clockwork)

•   Assistance to the Creative Director as and when needed

•   Arranging shipping of goods to and from countries worldwide

•   Managing inventory of stock goods/antiques/furniture including pieces acquired for clients

•   First point of contact for all potential and current clients

•   Personal: arranging gifts and sending notes to friends and family

Veere Grenney Fabric and Wallpaper Collection

Management of the fabric and wallpaper collection:

•   Dealing with sample requests

•   Placing orders with factories

•   Stock control

•   Client contact – mainly trade

•   Raising invoices

•   Coordinating dispatch with warehouse manager

Property Management:

 General Management of Maintenance, contact with the housekeepers / local staff.

London

•   Contact with the housekeeper re deliveries, work being carried out on the house, maintenance of some products/systems

•   Coordinating handymen to access the property/ordering parts where necessary etc

•   Dog: management of dog walker (daily collection and extended stays while VG travelling)

Country - As above and keeping in touch with gardener

Tangier - relaying requests to staff on the ground and keeping in touch about VG travel plans, expected guests etc. No management of maintenance.

KEY ATTRIBUTES

* Personable, friendly and professional - this person represents Veere and the company, and has direct client contact
* Well organized
* Confident
* Calm under pressure
* Excellent communicator

Benefits: 25 days holiday, pension, discretionary bonus