As designers and distributors of a highly prestigious group of brands including GP&J Baker, Baker Lifestyle, Kravet, Lee Jofa, Mulberry Home, Threads and Brunschwig & Fils we are looking for a someone to fulfil an administrative role within a creative textile studio based in Chelsea Harbour.

Flexible working/ reduced hours would be considered for the right candidate. Applicants should note that the role offered is purely an administrative one.

This is a fantastic role in a fast paced high-end textile design practice to support the Head of Design and the busy design studio.

As the Studio Administrator your role is incredibly varied providing support to the designers, ensuring studio life and trips abroad run seamlessly.

You’ll also be that magical ‘go to’ person for the studio, keeping you on your toes and assisting where needed.

You’ll be managing studio diaries, liaising will textile mills worldwide, collating relevant information and pricing, carrying out research, and liaising with purchasing and marketing, creating critical paths for product development, arranging product testing, delivery schedules, product specifications, costings, and any other administration required to enable collections be delivered on schedule.

It’s a fantastic role where no two days are the same requiring someone who is incredibly proactive, self-motivated, uber organised, reliable and driven by getting the job done to an exceptional standard.

In order to be considered you must have;

* previous support experience in a busy creative environment with an unflappable practical nature.
* 2-3 years full time experience working within the textile industry or fashion in a similar role.
* excellent written and spoken communication skills.
* excellent organizational and time management abilities.
* excellent knowledge of excel and knowledge of google suite an advantage
* the ability to work well within a team.
* an additional european language is desirable– Italian or French prefered

We offer a competitive salary and benefits package depending on the skills and experience of the successful candidate.

If you are interested please forward your CV and a covering letter to:

[careers@gpjbaker.com](mailto:careers@gpjbaker.com)