

# DESIGN ADMINISTRATION MANAGER REQUIRED

## Jenny Blanc Interiors Ltd

As an award winning Design Company we have an exciting opportunity opening for a design led Administration manager to join our team in the UK studio and offices.

A highly organised multi tasker who enjoys working as part of a creative design team who can bring the key skills and experience to ensure the smooth running of the business

Working directly with the Design team in both the Design department and Design Showroom, this position plays a key role in the administration of all Design projects and services along with the management of procurement, purchasing, shipping and fulfilment.

IT knowledge and skills are imperative and experience with E-Commerce platforms is essential for the management of our online Boutique via Trouva

Crucial to this position is an aptitude for precision and thorough detailing to ensure all aspects of the administration process is managed from inception to completion. Attention to detail is vital with a good head for accounting and numerical accuracy.

Good communication skills are key as you will be liaising directly with our highly valued clients both in the showrooms and on projects as well as suppliers. A complete understanding of project management is also essential to this position.

Please submit your application or interest for the attention of Emma Blanc to email - [design@jennyblanc.com](mailto:design@jennyblanc.com)