

Design Studio Assistant vacancy at Mark Berryman Design – Hampshire Studio

Mark Berryman Design are looking for a Design Studio Assistant to join our team in Lymington. You would be working closely with the Studio Manager – this will be a full-time role helping ensure the smooth running of the office and assisting with day-to-day tasks. We're looking for a relaxed, friendly, and proactive individual who is experienced in working within a fast-paced design studio environment.

Skills Required

- The ability to multi-task, working on a variety of duties, jumping from one project to another rapidly.
- A positive, passionate & enthusiastic approach
- Ability to work to deadlines & keep calm under pressure
- A self-motivator with the ability to use your own initiative & work within a team
- Experience working within a creative industry
- Ability to source furniture and lighting, create fabric schemes
- Excellent attention to detail to ensure tasks are completed accurately
- Indesign and or Photoshop experience required
- Excellent written & verbal English language
- Microsoft Excel, Outlook, and Word essential
- Full UK driving licence
- Sense of humour!

Duties will include

- Working closely with the Studio Manager and all members of the Design Team
- Ordering samples
- Looking after our large fabric library including architectural finishes
- Maintaining a good relationship with FF & E suppliers
- Liaising with shipyards and Owners' reps
- Booking travel
- Helping designers produce presentations for client approval
- Updating spreadsheets and schedules
- Running errands
- Monitoring studio supplies and reporting to the studio manager when low
- Packing samples for shipping/arranging couriers
- Working alongside the Studio Manager during the Procurement stages of a project
- Answering the telephone and responding efficiently to emails

This role would probably suite someone with a design, fabrics or PA background.

Please send your CV to Charlotte - careers@mbdyacht.com