

FF & E Manager vacancy at Mark Berryman Design – Hampshire Studio

Mark Berryman Design are looking for an FF&E Manager to join our team in Lymington. We are looking for a forward-thinking team leader. This will be a full-time role, ensuring the smooth running of the procurement process 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 interior design studio.

Skills Required

- A positive and enthusiastic approach
- Have a sound understanding of incoterms and shipping procedures
- Excellent communicator
- Superyacht industry experience desirable
- Knowledge of fabric & furniture suppliers essential
- Excellent at motivating and delegating to the team
- Ability to work to deadlines and keep calm under pressure
- A self-motivator with the ability to use your own initiative & work within a team
- Excellent attention to detail to ensure tasks are completed accurately
- Indesign and or Photoshop experience helpful
- Excellent written & verbal English language
- Full UK driving licence
- Ability to travel to shipyards, suppliers, and client meetings
- Highly proficient in Excel, word and outlook
- Flexible in responding to changing deliverables in a fast paced studio
- Sense of humour!

Duties will include

- Oversee the quality control process
- Choose fabric schemes and prepare mood boards
- R & D on latest materials and finishes
- Source high end luxury lighting and furniture fittings
- Collaborate with art consultants and industry leading suppliers
- Efficiently obtain quotes and invoices from suppliers and file effectively
- Hold regular meetings with the team
- Create and execute project work plans and revise as appropriate
- Prepare spreadsheets detailing all specifications
- Work closely with the design team, to ensure the brief is understood
- Arranging fabric and furniture rep meetings at the studio
- Attending Design shows and seminars
- Keeping the design library up to date and tidy

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