



## **Studio Administrator – Rye, Sussex**

*Established in 2011, Madeaux is a Sussex-based brand designing high-end fabrics and wallcoverings, wholesaling to interior designers and architects worldwide through a network of showrooms and representatives.*

*Madeaux creates covetable printed, embroidered, and woven fabrics, producing seasonal capsule collections that are inspired by wildlife, ancient documents or vintage tapestries unearthed during the travels of our founder, chief designer and CEO, Richard Smith.*

You can learn more about us at [www.madeaux.com](http://www.madeaux.com) or on Instagram at @madeauxhome.

Due to our continued expansion, we are now looking for a reliable and organised Studio Administrator to join our growing team.

This is not a design role but will be working in a stimulating environment with a range of products in the home furnishing market providing administrative support for a busy design studio creating nine collections of wallpapers and fabrics a year.

The role is suited to someone friendly and enthusiastic, with proven experience of a busy working environment and who can work manage their own workload. You will be adaptable, hands-on, familiar with the Macs, and can prioritise work to create great outcomes.

Full time, 40 hours a week including paid lunch. Job shares considered - please do apply if you feel you would suit the role, even if you are not able to commit to a full time position.

£23,000 - £27,000 depending on experience.

Holiday: 28 days per annum including bank holidays

How to apply: Please email [media@madeaux.com](mailto:media@madeaux.com) with your CV and a Covering Letter describing why you would like to work with Madeaux and what you can offer the role. You will receive an email confirmation when you application is received.

Closing date: 12<sup>th</sup> August 2022

**Key responsibilities:**

- Dispatching day to day sample requests to clients from our sample room
- Being present to accept courier deliveries and arrange collections
- Managing couriers, maintaining records of tracking, and reporting on delivery situations
- Managing stock of fabric and wallpaper in the studio and sending out for PR requests, sampling and photography
- Ordering stationery
- Managing the shared drive, organising files and folders and keeping permissions up to date and relevant
- Pro-actively suggesting systems to keep team on track

**What do we expect of you?**

- Pro-active, clear communicator
- Experience with Excel and managing spreadsheets
- Experience with Macs and Mac software
- Strong clear communication
- Ability to work as part of a team
- A proactive approach to work and willingness to contribute to the success and growth of the company as a whole

**What can you expect of us?**

- A friendly, creative, and flexible culture
- Hours that suit your life and commitments
- A fast-growing organisation with opportunity to develop with the company
- A drive for continuous improvement, to which you will be empowered to contribute from day one