

Part- Time Studio Assistant (Maternity Cover)

Initial 12- month contract with view of permanent placement

About Quinine

We are a leading Retail Experience Consultancy. We work with product and service brands by transforming existing or designing new retail environments. We focus on creating face to face experiences that work effectively for the business, the brand, the customer and the staff.

Based in London we work internationally for world-leading product and service brands including Comcast, EE and Fido.

The Role

The role provides an outstanding opportunity for a dynamic individual with business support skills to assist in the smooth running of our design studio. They must have a confident, positive and friendly attitude and be familiar with working within a creative environment.

The role will be based at our Studio in London, Queens Park for three days per week (Tuesday, Wednesday and Thursday).

Responsibilities

The Studio Assistant will manage, co-ordinate and deliver on all thing's studio and staff related. The responsibility of the role includes but is not limited to the following tasks:

I. Studio

- Ensure smooth day to day running of the studio, including answering phones, checking post, preparing the studio for meetings, greeting and hosting visitors etc.
- Maintain a clean, tidy and efficient office environment including organising and maintaining all studio refreshments and office supplies (such as printers, stationary, kitchen stock and weekly breakfast and ad hoc lunch orders)
- Monitor and review supplier contracts and maintenance renewals (coordinating premises repairs and maintenance, managing office security, cleaning contracts and health and safety suppliers)
- Support Founder and Global Business Director with diary co-ordination as and when required, this may include the coordination of new business meetings, making reservations and rsvp'ing to networking events.
- Assist with the booking of studio travel including overseas accommodation and travel insurance
- Monitor various email and calendar accounts ensuring to update and pass on information to the relevant team
- Support and maintain the development of the studio resource libraries, including materials and sample libraries, memberships, subscriptions and supplier training events
- Manage Internal studio budgets (including working alongside Financial Controller for any studio purchasing and managing spend)
- Support communications with external IT company, including assisting with staff IT issues, ordering equipment, supporting initial set up of new machines and assignment of licenses etc

II. Studio Culture

- Develop and nurture positive relationships with internal teams
- Setup, manage and host quarterly outings and events for Staff (including gifting for birthdays, longevity awards and other special occasions)
- Setup, manage and host weekly studio meeting
- Setup, manage and host monthly studio lunches

III. Staff

- Work alongside founder to solve any staff issues/challenges that may arise week by week
- Monitor and update employee absences including logging annual leave, sick leave and other leave into studio calendar
- Monitor, review and update the studio calendar including inputting approved annual leave, absences and other studio related information
- Monitor and review all staff timesheets including checking over time, following up and downloading monthly reports
- Assist with recruitment requirements, including liaising with external agencies and arranging interviews with candidates
- Onboarding of new employees including staff introductions, studio walk around and the setup of workstations
- Monitor and review compliance with First Aid (book staff training, stock take and replenish first-aid kit)
- Organise and review all relevant tasks surrounding Professional Development Review Process (sending out employee forms, booking in meetings)
- Support Studio Learning Programme by researching and sharing information when required.

IV. Other

- Carry out any other duties that are required according to the needs of the business
- Willingness to learn and use company marketing platform HubSpot

Skills and Experience

- A minimum of 2 years' experience working in a similar role within a design agency or in-house design department
- Good MS Office skills (this includes knowledge of Outlook/Teams, Word and Excel)
- Knowledge of InDesign is desirable

Personal Attributes

Overall the Studio Assistant should have the following attributes:

- Have a fun, energetic and friendly presence in the studio
- Able to work successfully as part of a team
- Motivated and reliable
- Able to build great relationships at all levels across the studio both internally and externally
- Excellent interpersonal skills
- Excellent ability to listen and interpret instructions correctly
- Highly organised with good attention to detail
- Ability to manage own time
- Be a problem solver with a can-do attitude
- Willing to get stuck in with whatever is required

Benefits we offer

As we are a hybrid working studio, we have focused a lot of our time into implementing benefits that bring us closer together during office days.

Personal/Lifestyle:

- Birthday day off (including gifting budget)
- Long service Annual Leave (1 additional day every year following second year anniversary- up to 10 days)
- Enhanced Parental Leave policies
- Employee Learning Programme
- Pension contribution of 3%
- Life Assurance Cover
- Corporate eye care vouchers
- Corporate flu vaccine vouchers
- Discretionary bonus scheme paid after first year of employment
- Cycle to work scheme

Cultural:

- Weekly studio breakfast
- Weekly drinks budget
- Bi-weekly studio lunches
- Quarterly studio events

To Apply

Send your CV with a cover letter outlining why you would like to apply to work with the team at Quinine to apply@quininedesign.com with 'Studio Assistant' in the subject line.

Remuneration will be commensurate with experience and abilities. This is a part time role on a 12-month contract with the opportunity to become permanent.

All candidates must be eligible for work in the UK

Quinine is an equal opportunities employer dedicated to closing this gap and aims to build a workforce of skilled professionals from a range of diverse backgrounds. We actively encourage applications from women, the LGBTQ+ community and people from ethnic minorities as these groups are currently under-represented throughout the design industry.