



**REGISTERED
INTERIOR
DESIGNER®**
COLLECTIVE MARK

PFEIFFER DESIGN
Interior Architecture & Design

Role: Studio Manager

Pfeiffer Design is a small but well-established design studio specialising in high-end residential interior architecture and design projects across Sussex, Surrey, Kent and London. We pride ourselves not only on our design creativity but also our technical offerings, providing a comprehensive solution for all shapes and sizes of project. With a client-orientated design process, we focus on bringing to life their unique vision, creating thoughtfully considered and highly personalised interior design.

Job Summary:

We are looking for a highly organised and motivated Studio Manager to join our dynamic team in our studio near Lewes in East Sussex. This is a unique opportunity for the right candidate to flourish within the company and take ownership of this exciting role.

You will be responsible for managing the daily operations of the Studio and financial tasks associated to our business. You will work collaboratively with both the design and business teams, providing support to all aspects of the business. This role requires someone who is able to use their initiative to anticipate the needs of the team and projects, ensuring operations run smoothly and seamlessly.

Candidate Attributes:

- A positive, personable and approachable individual who can support the design and business teams, helping to maintain a good working environment and company culture
- A highly organised individual with exceptional attention to detail
- An excellent communicator
- Someone self-motivated with good initiative and prioritisation skills
- Someone proactive, with a solutions-orientated approach to problem solving
- Someone comfortable maintaining the highest level of confidentiality, diplomacy, and professionalism
- Someone who is keen to take on responsibility, undertaking a wide range of tasks to ensure a seamless delivery of all Pfeiffer Design endeavours
- Willing to provide out of hours support on the very odd occasion
- An interest in interior design and the creative industry

Skills and Experience:

- Experience in a financial and administrative role is essential
- Knowledge of procurement processes and creating estimates and purchase orders
- Proficient in Xero, Microsoft Office and Apple Mac. We also run EstiMac which is desirable.
- Excellent client and supplier relationship skills
- Excellent communication, time management and organisational skills
- Business development skills desirable
- Use of time keeping software on a daily basis is desirable
- Fluent in written and spoken English
- UK Driving License and access to your own car to commute to the Studio daily

PFEIFFER DESIGN LTD. CHAPEL BARN, LEWES ROAD, PIDDINGHOE, EAST SUSSEX, BN9 9AL
+44 (0) 1273 499200 | info@pfeifferdesign.co.uk | pfeifferdesign.co.uk

REGISTERED OFFICE: MARIA HOUSE, 35 MILLERS ROAD BN15 5NP REG IN ENGLAND No. 06376799 VAT No. 188 4168 66



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Responsibilities:

Office Management

- Daily management of the Studio, including general administration e.g. collecting post and deliveries, maintaining stationery supplies, keeping the studio clean and tidy, etc.
- Maintaining all internal systems and processes
- Maintaining all health and safety processes and fire risk assessments, ensuring compliance at all times
- Management of financial processes, including invoicing clients, chasing overdue payments and reviewing supplier bills
- Working closely with our bookkeeper to ensure smooth running of accounting system Xero
- Managing procurement process, including producing estimates, liaising with suppliers, value engineering and troubleshooting
- Maintaining CPD records and keeping up with regulators annual compliance requirements
- Managing all supplier relationships, ensuring trade discounts are secured and reviewing suppliers suitability and performance
- Managing the companies supplier and subcontractor database in Estimac, ensuring all information is accurate and updated regularly
- Being the main key holder listed for our projects and the studio, and managing all other key holders
- Assisting with marketing as necessary, including completing applications and award submissions
- Meeting and greeting clients in the Studio
- Answering and triaging all phone calls with excellent phone manner
- Supporting the Management team in promoting a positive and supportive work environment and company
- Ensuring the company continues to be environmentally conscious across all aspects of the business and be proactive in seeking new ways in doing so

HR

- Supporting the Management team with day-to-day HR tasks, including monitoring annual leave calendars and processing team expenses
- Managing the on-boarding process for all new employees and consultants, administer all documentation for new joiners and current employees
- Assisting with recruitment with Management, including collating applications and organising interviews.

The role is Studio based full time. A UK Driving Licence and access to your own car to commute to the office daily is essential.

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