

# BEATA HEUMAN

## JOB DESCRIPTION

### PROCUREMENT & PRODUCTION CO-ORDINATOR

March 2024

#### About the company:

Beata Heuman is an interior design practice and maker of homewares and furnishings known for its original and creative design. The interiors team works on houses in the UK, USA and Europe and has a growing reputation for commercial projects including hotels and restaurants.

The studio works on a small number of interiors projects at a time so that Beata Heuman (Principal) can be closely involved, working with our team, in their creative direction. Our ambition is to work on an inspiring and diverse portfolio of projects, exploring a variety of styles that speak to the people and places at their core.

The team has recently relocated to a new premises at 188 Hammersmith Road set in a beautiful Grade II listed townhouse, which also incorporates the studio's first by appointment showroom for our Shoppa collection. For more information please visit [beataheuman.com](https://beataheuman.com) or our Instagram profile [@beataheuman](https://www.instagram.com/beataheuman).

#### Purpose of the role:

We're seeking a highly organized Procurement & Production Co-Ordinator with at least 3 years' experience who can hit the ground running on a range of exciting high-end residential projects. You will directly support the design team, headed up by Beata Heuman (Principal) and Fosca Mariani (Head of Interior Design).

This person will oversee all aspects of FF&E production, logistics, installation and financial reconciliation, supporting our five designers and Head of Finance to deliver projects on deadline and within budget. This pivotal role is suitable for someone exceptionally well organized and comfortable multi-tasking across global projects.

This is a non-design orientated role, ideal for those with a project management background and experience liaising with suppliers and contractors. Our projects incorporate a large amount of bespoke furniture and antiques, so an understanding of this layered approach to design and how to achieve it is key.

This position offers a chance for significant input into optimizing our work processes, and an exciting opportunity for career development, as this will be the first role of its kind at our studio.

#### Key responsibilities:

- Building and managing production timelines. Issuing regular reports to the design leads highlighting areas of concern.
- Controlling cash flow, making payments, managing project budgets and providing weekly updates to the Head of Finance.
- Checking costs to ensure FF&E purchases remain within budget and improve profitability whenever possible.

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- Pro-actively developing good relationships with suppliers to negotiate the best terms and ensure high product quality.
- Progressing all orders, updating the design team & carrying out all associated administration.
- Ensuring all specified items are compliant with necessary regulations.
- Compiling quotes for storage, installation, and deliveries.
- Managing shipping logistics globally, including import/export customs procedures. Prior experience of this process in the U.S. would be useful.
- Quality checking orders, including organising workshop visits with the FF&E design team to monitor bespoke FF&E.
- Liaising with removals and storage companies to manage inventories & co-ordinate installation.
- Coordinating deliveries to site during installation and producing a schedule for all parties involved.
- Resolving queries and disputes with suppliers.
- Preparing aftercare guides for clients with certificates and warranties for all items procured.
- Reconciling VAT invoices throughout the project and completing full reconciliation at the end.

## **Ideal candidate:**

- Fluent in spoken and written English.
- Based in London. This role requires full-time attendance at our Hammersmith studio 9am-6pm, Monday – Friday.
- At least 3 years' relevant experience in purchasing, delivery, and installation of high-end projects.
- Experience raising purchase orders and managing the entire order process.
- Ability to interpret floor plans, schedules, and joinery drawings.
- Knowledge of FF&E including materials and finishes, as well as an understanding of the production process.
- High level of proficiency in Estimac, Excel and Microsoft Office.
- Conscientious & highly organised with excellent time keeping.
- A systematic problem solver who enjoys managing the delivery and implementation stages of a project.
- Able to think ahead, manage workflow and work on multiple projects at different stages.
- High level of financial accuracy and attention to detail.
- Enthusiasm for interior design.

## **Company Benefits:**

- Competitive salary based on experience
- Pension contribution
- Health insurance
- Generous holiday allowance
- Excellent staff facilities at our Hammersmith premises
- Discounts on our Shoppa collection

**To Apply:** Please send a copy of your CV & any other relevant information to [careers@beataheuman.com](mailto:careers@beataheuman.com) for our consideration.

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