

# We have a vacancy for a Studio Assistant

So let's assume it's a given that you're a "friendly, honest and punctual person who works well independently and as part of a team..." and all the other generic CV stuff, we want to know what **really** sets you apart from the rest! Please use your cover letter to brazenly sell yourself and why you'd be the best fit for the position; the resume is mainly a formality, the cover letter is really what determines who is invited to interview.

#### Job will involve

- Manufacturing products and packaging
- Customer/ stockist communication & raising invoices
- Editing/ creating laser ready vector files
- Operating the laser cutter
- Maintaining the website (photographs and product descriptions)
- Promotion (Contacting new clients, creating social media content)
- Working at pop-up shops/ tradeshows/ markets/ events
- Working as part of a very small team

### **Essential Requirements**

- A strong insterest in jewellery/ fashion/ accessories
- Adobe illustrator / 2D CAD design skills (specifically vector files)
- Excellent time and personal management, you will often be working on multiple tasks per day with tight deadlines
- Impeccable attention to detail and confident with small fiddly assembly tasks
- Excellent email/ telephone communication
- Creativity and a positive can-do attitude
- Good with numbers (for calculating & generating invoices)
- Eager to learn and feels confident using own initiative

# Desirable

- Design or product based degree or equivalent experience (product design/ graphic design/ fashion/ jewellery/ interior design/ architecture etc.)
- SEO/ social media experience
- Customer service/ customer facing experience
- Experience working in a small team/ independent business
- An understanding of laser cutting (full training on the machine will be given)
- Interest/ experience in photography
- Designing/ making experience advantageous but not essential as training will be given

## Details

- Hours: Full time

- Salary: £22-25k depending on experience

- Location: London SE8 (nearest stations Deptford Bridge/ New Cross)

Please email Chloe - hr@esoteric-london.com with an up to date CV **and covering letter** letting us know why we would be silly not to hire you.

Please note that CVs without a covering letter will not be considered.