



Creative Production Assistant

Fancy being part of a young and growing online creative business that makes personalised ceramic photo gifts, personalised gifts and stationery? We are looking for a part-time Creative Production Assistant to join us in a role that has great scope to grow.

Initial Responsibilities will include:

- Creating and making customers orders
- Making stationery and gifts, including adding personalisation
- Preparing stock for big occasions

Future Responsibilities could include:

- Designing new products, being part of the design process
- Editing customers photos and creating proofs
- Customer service, handling conversations with customers
- Supporting physical markets such as Christmas markets

You will need to:

- Previous experience with crafts and making would be an advantage
- Enjoy designing, creating and making things
- Have an eye for design and detail
- Care about the detail and have high standards
- Be a good communicator
- Be organised, committed and good at time management
- Be a competent computer user
- Have a willingness to 'muck in' when it's busy and stay calm under pressure
- Bring energy, passion and a good sense of fun!

The Detail:

- Join us as soon as possible on a trial period of 3 months
- Normal hours proposed to be **9:30 – 13:30 Tuesday & Wednesday, 8 hours a week** but to be flexible with potential additional weekend or evening hours possible during peak business seasons.
- Holidays include all school half terms and summer (if required)
- **Pay is £8.50ph**

Application Process

If you think you're the sort of person we're looking for, please email Claire Millen on claire@periwinkleandclay.com as soon as possible with your CV and covering letter outlining why you're perfect for the role.