



THE HR FACTOR

Studio Assistant JOB DESCRIPTION

General Job Duties:

- Answer emails and phone calls
- Maintain calendar of appointments
- Schedule bridal and bridal party consultations
- Schedule fittings
- Assist with and maintain as schedule of social media posts
- Maintain client files and supplier invoices
- Scan important documents and perform data entry when required
- Organize and maintain adequate office supplies
- Collect items for suppliers and vendors when necessary

Requirements:

- Prior experience as a receptionist/telephone operator is an advantage. Office administration experience that goes beyond reception is also beneficial
- Excellent communication skills
- Familiarity with Office software
- Must be aware of social media trends and have excellent communication skills
- Responsive to changing priorities and the requirements of the design team.
- Be well organized
- Possess a valid driver's license
- At least a High School Diploma



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Personal Characteristics

- Creativity.
- Originality.
- Strong self-confidence.
- Self-discipline and determination.
- Back-of-house business skills.
- Technical skills (sketching, sewing, pattern cutting etc.)
- An understanding of shape, texture, form and colour

The successful candidate must have an interest in and a flair for fashion. A dress code is necessary for this position.