



Job Title: Administrative Assistant
Location: Gaziano & Girling, 39 Savile Row, London, W1S 3QF
Hours: Part-Time, up to 3 days per week including Saturday
Salary: TBC based on experience

Job Description

We are looking for a responsible Administrative Assistant to perform a variety of duties and support the overall smooth running of our Savile Row store. Duties of the Administrative Assistant include providing support to our team and customers, assisting in daily store needs and owning the stores general administrative activities.

The ideal candidate will have excellent oral and written communication skills and able to support customers and other colleagues where required. They will have sound knowledge and practical experience of using a variety of software programs (Microsoft Office, etc...) and will have the ability to work independently, ensuring all activities are executed and completed as per store and company requirements.

Your responsibilities will include but are not limited to;

- Answering phone calls and emails, handling all enquiries efficiently to a successful resolution and providing exceptional customer support.
- Completing reports when required.
- Handle company paperwork and manage the store filing system.
- Shipping orders to clients from the store.
- Processing deliveries from our factory, ensuring and supporting the QC of each pair of shoes.
- Auditing of stock, store and office equipment, and placing orders with our factory and suppliers.
- Monitoring customer orders and communicating regular updates where necessary.
- Scheduling client appointments.
- Welcoming and hosting clients to ensure the service and experience are of the highest standards when the sales team are with other clients.
- Taking pictures of all client orders and managing the Gaziano & Girling archive.

Our Ideal Candidate will have;

- Experience handling admin, paperwork and general administrative duties in a customer-centric environment.
- Proficiency in Microsoft Office and/or similar computer programs.
- Excellent time management, the ability to organise their workload and deliver all duties efficiently and to the expected standards.
- Excellent written and oral communication skills.
- An affinity for our product and brand.

To Apply, email Simon@gazianogirling.com with an overview as to why you are interested in this role.