

Little King

Studio Assistant

Location: Beacon, New York

Position Type: Part-time

About Us: Little King is a dynamic, growing homewares business built on the belief that intentional consumption leads to longer-lasting satisfaction. Our mission is simple: “Buy better, replace less.” We curate timeless, high-quality goods that surpass trends, supporting sustainability and extending the lifecycle of the objects we love. If you’re passionate about design, sustainability, and small business culture, we’d love for you to join our team!

Role Overview: We’re looking for an enthusiastic and detail-oriented **Studio Assistant** to support the Studio in overseeing daily operations at Little King’s creative studio. This role is ideal for someone who thrives in a collaborative environment and enjoys being hands-on with a variety of tasks. You’ll play a critical role in keeping our operations efficient and aligned with our mission.

Key Responsibilities:

- Assist with daily studio operations, including:
 - Online order fulfillment, packaging, and shipping
 - Inventory organization and restocking
 - Placing inventory and supply reorders
 - Product photography setup and basic editing
 - Updating product listings and maintaining our ecommerce platform
- Support social media and marketing efforts with content preparation and coordination.
- Maintain a clean, organized, and efficient studio workspace.
- Provide excellent online customer service as needed.
- Embody and promote Little King’s values and mission through all aspects of the role.

What We’re Looking For:

We’re searching for a motivated and adaptable individual who is excited to contribute to a growing business. Specifically, we are looking for someone who:

- Share our values of hard work, attention to detail, and kindness.
- Has a genuine interest in design, homewares, and sustainability.
- Is organized, detail-oriented, and able to manage multiple tasks efficiently.
- Has strong computer skills and is comfortable learning new systems. (Bonus: Familiarity with Shopify or Photoshop.)
- Brings a positive attitude, punctuality, and a strong work ethic to the role.
- Is self-motivated, collaborative, and eager to take initiative.
- Has experience in a similar or related role. (Bonus: Experience in ecommerce, retail, or customer service.)

Who You Are:

- Passionate about design, sustainability, and intentional living.
- Excited to contribute to and grow with a small business.
- Collaborative and communicative, with a proactive and problem-solving mindset.

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199 Main Street, Beacon, NY 12508

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- Flexible and adaptable, willing to take on new challenges as they arise.

What We Offer:

- A creative, supportive work environment.
- Opportunities to learn and grow within a dynamic business.
- The chance to make a meaningful impact on a company committed to sustainability and thoughtful design.
- *Salary: \$18 an hr*
- *Benefits: Paid Time Off, Employee Discount*

How to Apply: Please submit your resume and a brief cover letter detailing why you're excited about this opportunity and how you connect with Little King's mission to jobs@littleking.online.