idyl

Administrative Manager

WE ARE

We're creating a new kind of fine jewelry.
While others compromise on either quality or value, we deliver both. Our customers seek enduring pieces that match luxury brands in craftsmanship and excellence, yet offer true value. That's why we combine exceptional materials and skilled artistry with contemporary storytelling and honest pricing - creating an elevated experience without the traditional luxury markup.

WHAT WE ARE LOOKING FOR

We are looking for a highly motivated colleague who will assist the COO. Someone who thrives in dynamic environments and enjoys wearing many hats. This is a key support role that combines operational oversight, administrative coordination, and team communication. You will work closely with our COO and production teams to streamline operations, improve processes, and help manage production planning, fulfillment, stock control, and staff coordination. You don't necessarily need years of experience - what matters most is strong computer literacy, a fast-learning mindset, and a genuine excitement for building smart, efficient systems in a growing company.

KEY RESPONSIBILITIES

- Support the COO in day-to-day operations across production and fulfillment
- Plan and coordinate production schedules and stock management
- Oversee fulfillment workflows and ensure on-time delivery
- Act as a liaison between leadership and warehouse/production teams
- Track tasks and follow up to ensure seamless daily operations
- Develop and maintain efficient administrative processes and documentation
- Take ownership of office and administrative functions as needed
- Manage daily priorities and deadlines in a fast-paced, evolving environment

WHO YOU ARE

- Passionate about contributing to a growing startup and making a difference
- Detail-oriented, proactive, and eager to take ownership
- Excellent administrative, planning, and organizational skills
- Computer savvy (Google Workspace, Excel, project management tools, etc.)
- Strong communication and leadership potential
- Fluent in English, both written and spoken
- Quick learner with a problem-solving mindset
- Comfortable multitasking and managing shifting priorities
- Based in Antwerp, Belgium

WHAT WE ARE OFFERING

- A unique opportunity to join the founding team of a fast-growing brand
- A diverse and hands-on role with real ownership and responsibility
- Plenty of room for personal and professional growth
- A chance to help shape the operational backbone of a new kind of fine jewelry company

Interested? Get in touch
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