



Administrative Assistant - Planning Division, Exclusive Retail Luxury Brand

Are you an Administrative Assistant or Recent Grad who LOVES NUMBERS

and working with MS EXCEL?

About the Position

Our client is an Exclusive Luxury Brand in NYC seeking a talented Administrative Assistant or

Recent College Grad with experience handling MS EXCEL REPORTS.

***This is a unique HYBRID/ REMOTE position based in NYC.**

Working in collaboration to support a growing team of Sales Forecasting and Planning professionals, this entry level position is a learning opportunity for a recent college graduate with at least one year of professional working experience. Superior Excel skills are the primary requirement of any candidate.

This position will require work in MS EXCEL and Power BI so excellent computer skills, an analytical mind, and a keen attention to detail are a must. We value teamwork tremendously as well as professionalism.

Key Responsibilities

Assists Sales, Planning and Forecasting Division with all Administrative Tasks

Create, edit and update important Sales Reports using MS EXCEL.

Forecasting Sales for a multitude of Boutiques & Products.

Works to make sure that all administrative and clerical support tasks are completed.

to meet brand standards of excellence.

Provides an organized database in which to store, track and action all sales and account information.

Guarantees the accuracy and timeliness of requested reports. Ensures that all brand business protocols are maintained.

Promises that all Company-wide administrative workflows are maintained.

Entering monthly inventory reconciliations.

Entering weekly sales verifications.

Updating and maintaining account information in core system.

Entering sales orders for promotional goods.

Facilitating promotional items and working with shipping team.

Answering telephone calls and relaying messages.

Ordering Supplies.

Providing general office support to teams.

Following Company Protocols for all Administrative Workflows.

Skills

Superior MS Excel Skills & Power BI skills

Heavy Data Analysis

Forecasting

Inventory Analysis

Reconciliation

PowerPoint a plus

Written and oral communication skills

Highly organized with excellent attention to detail

Ability to learn and retain facts.

Staying flexible and adjustable to business needs

Company offers first in class Benefits, Compensation, Growth and Work Life Balance!