



Trunk Show Sales & Wholesale Marketing Coordinator Luxury Jewelry Designer - Midtown

Job description

Overview

Primary responsibility of this position is to assist, and enhance sales for a particular set of Independent Wholesale Accounts and to provide superior customer service to our authorized retailers. This position will be working with the General Manager of Wholesale and Retail to help foster and maintain excellent partnerships. This role provides direction & leadership to the wholesale accounts for the brand.

Responsibilities

- Provide service & sales support for wholesale partners
- Trunk show management & hosting. Managing the event with the partner contacts in regard to travel arrangements, shipping of trunk show merchandise, organizations of the memos outs.
- Visits to partner account regularly to reinforce relationship with partners. Gather and communicate feedback regarding product assortment and needs
- Organize brand training sessions for the staff at the partner account locations.
- Gathers competitive data and market insights from each partner location.
- Responsible for supplying a specific set of wholesale accounts with all daily inquiries via phone, email and fax, including but not limited to: stock updates, stock and special orders, consignment/trunks, advertising, item availability, shipment updates/issues, RTV requests, consumer complaints/problems, quality issues, creations, discrepancies, etc.

- Works in direct partnership with General Manager to facilitate total account management and aid in achieving sales plan
- Sends weekly or monthly communication of all new products to the brand Collection via the Digital Directory. This includes sending out the brand Newsletter, Product Updates to the partner accounts.
- Resolve problems by clarifying issues; researching and exploring answers and alternative solutions, implementing solutions, fulfilling requests.
- Assist the Director of Communications with PR requests for shoots, loans, celebrity dressing.
- Assist the magazines with Products for Editorials, etc.

Qualifications

- Work Experience: 3 years Wholesale or Retail Experience, Luxury Goods/Jewelry preferred. Internships in related field a plus.
- Must be willing to travel extensively
- Highly organized and detail oriented
- Excellent communication & follow through skills. Dynamic, energetic and passionate about promoting & selling the brand.
- Computer Skills: Proficient in Word and Excel.
- Experience in Inventory Database.
- Retail Math knowledge a must.

Education

Four-year college degree. Major in related field preferred

Travel

Extensive Travel required

Industry

High Luxury Goods - Jewelry and Retail

If interested, please email your CV to Resumes@OmniChannelCareers.com to apply.