



With a history that spans more than 100 years, this Luxury Brand represents quality craftsmanship and timeless aesthetic design, producing lifestyle products ranging from hollowware to watches, jewelry and home products.

Position: Sales Assistant

Responsibilities: As Sales Assistant, you will have multiple responsibilities in supporting the Wholesale team and driving sales. The main responsibilities will include but are not limited to the following:

- Serve as customer service contact for wholesale clients, assisting with placement of orders, returns replacements, refunds and exchanges, following up on existing issues and keeping customers informed on order status.
- Entry of purchase orders for accounts and with 3PL warehouse, ensuring punctual shipments, expedient processing of special/additional orders throughout the collection season, resolves any shipping issues including under or over shipments, freight charge issues, routing specifications etc.
- Generate & manage selling & stock data for external retail accounts. Provide business analysis, market prep and assortment suggestions
- Assist Director of Merchandising on inventory forecasts, assortment & merchandising needs.
- Logistics Liaison, Communication partner between warehouse & external retailers to ensure accuracy of receipts, order fulfillment, routing guide adherence, order tracking, etc.
- Maintain Chargebacks Log and partner with accounts receivable manager to ensure accuracy of AP/AR. Communicate to Warehouse to correct mistakes.
- Collect and create market research on competitive vendors and retailer activity
- Communicating with wholesale customers, showrooms and warehouse via phone and email

- Assists sales team with set up, pack up and selling during trade shows, trunk shows and trainings
- Assists internal Accounts Receivable department with gathering payment.
- Sample coordination. Manage loans & PR Requests.
- Participates in brand trainings for wholesale accounts for all new and current products

Requirements:

- Bachelor's degree
- 1-2 years' experience or internship
- Knowledge of MS Word, MS Excel, MS PowerPoint and MS Outlook
- Excellent verbal and written communication skills
- Team player with the ability to multi-task/prioritize in a fast-paced environment

Email your CV to Resumes@OmniChannelCareers.com to apply today.