



**TITLE:** Associate, Sales Support  
**REPORTS TO:** VP of Sales  
**LOCATED:** NYC  
**STATUS:** Non-Exempt

**JOB OVERVIEW:**

International Cosmetics and Perfumes (ICP) is looking to hire an energetic and positive people-person with strong MS Excel skills, who is looking to launch their career by working in the front office of a successful, NYC luxury fragrance house! This full-time (8:30am-5:30pm, Monday-Friday, + some paid OT as needed by manager) position offers an opportunity to a recent college grad to work in a fun, employee-centric workplace, while having lots of exposure to the Executive team.

The Associate is responsible for both “Front Desk” and “Sales Support” responsibilities including establishing a friendly welcoming, and professional atmosphere in our Flatiron/Nomad corporate office for all clients, visitors and employees. The Associate must be able to multitask so that they can accurately handle day-to-day sales reporting and admin responsibilities working with the VP of Sales and the field sales team throughout North America. As part of our team-oriented ICP culture, we’re looking for a polished, flexible, technically proficient, self-starter who has a passion for what we do and is eager to learn and contribute to ICP’s Vision, “To inspire our clients through beauty innovations and the narrative of luxury.”

**Front Desk Responsibilities (35-40%) include:**

- Greeting visitors (guests, clients, vendors, deliveries) and assisting them with needs, which includes offering refreshments and assisting with storing of any coats/belongings
- Welcoming ICP team members when they arrive and acting as liaison as needed with any visitors
- Providing information in a positive professional way to any visitor or caller, including answering calls and emails courteously and promptly
- Receiving incoming mail and courier packages, and notifying NYC team members of visitors, deliveries, and packages in a timely manner
- Ad hoc responsibilities assisting the ICP owners if time permits
- Maintaining a workspace representative of our luxury brand and beautiful open office

**Sales Support Responsibilities (60-65%) include:**

- Orchestrating semi-monthly National Sales Call, including scheduling, collecting agenda items, distributing agenda, drafting and distributing meeting recap
- Coordinate field team onboarding and off boarding with IT/Operations email distribution lists and access to internal drives and applicable IT equipment
- Gatekeeper for Retail Lab, including creating and removing username and password for both Retail Lab Extranet and Retail Lab Admin, and transitioning responsibilities to XY Retail when that platform is launched
- Collecting data from finance sheets and Retail Lab to update staffing budget sheets
- Update staffing analysis report monthly utilizing advanced Excel
- Record keeping, Field Team Status Updates
- Data entry, updating Retail Lab with actualized salaries
- Ad hoc corporate sales tasks and projects as needed

**To be eligible for this position, the preferred candidate will have:**

- A college degree and 1+ year relevant experience, including internship experience
- Excellent technical skills including strong MS Word, Excel, PowerPoint; and the ability to quickly master and adapt to other software / platforms
- Exceptional client service skills including utilizing a positive, friendly, outgoing approach with all contacts
- Superior attention to detail and follow-through
- Outstanding organizational skills and a proven track record of execution on tasks



- Strong verbal and written communication skills, including drafting business correspondence
- Ability to build relationships, including interacting with all levels of internal and external associates
- Flexibility and initiative; be a team-player who is also resourceful and able to work independently
- Drive to represent ICP in a polished, professional and friendly manner consistent with the ICP culture and values

*Opportunity provides competitive compensation, subsidized health insurance, Life/LTD, matching 401K plan, generous PTO schedule, professional development and more.*

Please submit resume with SALES SUPPORT ASSOC in the subject line to [careers1@icperfumes.com](mailto:careers1@icperfumes.com)