



POSITION TITLE: Account Manager, Specialty
FLSA STATUS: Non-exempt
REPORTS TO: SENIOR DIRECTOR, NATIONAL ACCOUNTS
LOCATED: HQ – NYC

JOB OVERVIEW: This position is responsible for driving sales in specialty stores while promoting the customer experience on behalf of the International Cosmetics & Perfumes (ICP) brands – The House of Creed, Mizensir, Domaine Prive, Akro and any future new brands. This role will provide outstanding client service through proactivity, creativity, and organization. This team member will also promote and maintain the intrinsic company culture that fosters the firm’s core values of: Transparency, Recognition, Accountability, and Communication (TRAC) and will be committed to ICP’s Leadership Competency Model (LCM).

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

Works with sales admin and sales promo team to execute sales strategy of the company and brands, including but not limited to:

- Open new store accounts by seeking to promote/cultivate company brand awareness with external partners
- Drive sales and revenue while promoting the customer experience (including retail sales and net ship sales)
- Execute strategy to provide focus on building replenishment business and driving top line sales
- Partner with In-Store Management/Buying Teams to convey the company’s initiatives and brand frameworks that are tied to ICP’s message on the customer experience
- Monitor Collateral Allocations based on retail sales %, maintain Bookings Report (Daily, biweekly)
- Submit operational functions on a timely basis including expense reports, Retail Action Plans, Budget plans and SKU/collateral forecasting
- Create/maintain Prospective Customer Files (info sheet, PPT with images/floor plans)
- Collect/maintain ARCAs, CC Authorization sheets
- Maintain Master Specialty File
- Monitor RAs and defective items from customers
- Monthly: Incentives (Spiff, Gratis), expense Report, monitor retail sales
- Seasonally: Send seasonal cards, send mailers for New Launches, keep track of Holiday Incentives, create store retail goals.
- Present seasonal market
- Partner with Operations Team to streamline and automate order processing
- Provide quarterly recaps to the company on overall sales, business development and new projects
- Maintain customer relationships and identify potential customers through retail marketing plans that leverage the local community, existing client base, and inclusion of new customers

REQUIREMENTS:

- Bachelor’s Degree in relevant field
- 3-5 years related work experience, preferably working in the beauty or fashion industry
- Strong MS Office application skills, including Excel, Word, Powerpoint and Outlook
- Highly organized with strong attention to detail
- Analytical ability and understanding of how data impacts planning
- Excellent communication skills, both written and verbal, and ability to convey complex information to a broad audience in a simple manner
- Strong interpersonal and relationship-building skills
- Ability to prioritize, meet deadlines, and manage multiple projects simultaneously
- Desire to work in an entrepreneurial, fast-paced environment while being adaptable to change