



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

JOB OVERVIEW: This full-time role works closely with the sales administration function of International Cosmetics & Perfumes (ICP) brands – currently The House of Creed. This role provides sales reporting, analysis and forecasting through different platforms. 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:

- **REPORTING**
 - Manage weekly selling report, including stock and sales by store
 - Maintain and create monthly selling analysis for total company and by account; sales and stock, mix of business analysis, ranks, boutiques.
 - Owns reporting, and all communication for corporate events
 - Maintain store matrix
 - Systems owner for BI Tool and all other reporting platforms
 - Create ad-hoc reporting as needed
- **COLLATERAL (Non-saleable goods)**
 - Owns collateral budget and monitors spend for all channels of distributions
 - Works directly with operations team on processing and shipment of promotional inventory
 - Support on seasonal and year forecasts to operations based on promotional programming
 - Carries out weekly, monthly on-going communication to field sales team
- **RTV (Returns to Vendor)**
 - Manage monthly damages process with select accounts
- **INVENTORY MANAGEMENT**
 - Work with operations team and review inventory report to alert teams of items SKUs that are high risk
 - Create and distribute stock reports to field and retailers
- **RETAIL ORDERS**
 - Carefully review and approve daily orders receive thru EDI for all retail channels
 - Partner with sales planners on any information needed prior to approving the orders

REQUIREMENTS:

- Bachelor’s Degree in relevant field
- 2-3 years related work experience, preferably working in the beauty or fashion industry
- Experience as an Assistant Buyer/Planner is a strong plus.
- 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

Compensation includes competitive salary, health benefits, PTO schedule and 401K plan.