



**TITLE:** Sales Department Coordinator

**REPORTS TO:** VP Sales

**LOCATED:** NYC

**STATUS:** Non-Exempt

**JOB OVERVIEW:** This position will provide administrative support to the sales department, on behalf of International Cosmetics & Perfumes (ICP) and its brands. This role would be ideal for a detail oriented, organized, and self-motivated professional who can thrive in a fast-paced environment. Candidate should be technically savvy and proactive, and able to multi-task, organize, and prioritize under firm deadlines. This person will also promote and maintain the intrinsic company culture that fosters the firm's core values of: Transparency, Recognition, Accountability and Communication.

#### **CORE RESPONSIBILITIES**

- Serves as the anchor to the sales department by providing essential support throughout day-to-day operational activities
- Manages Sales budget to ensure fiscal responsibility in partnership with VP of Sales and handles all invoicing for the department
- Develops agendas and recaps for retailer meetings under the VP of Sales guidance
- Supports seasonal retailer meeting planning and execution in partnership with Sales Promotions Manager
- Inputs and maintains project tasks into WRIKE
- Manages semi-monthly National Sales Call, including scheduling, collecting agenda items, distributing agenda, drafting, and distributing meeting recap
- Updates staffing analysis report monthly utilizing advanced Excel
- Record keeping, Field Team Status Updates
- Manages calendars and sets up meeting
- Prepares monthly expense report
- Gatekeeper for community Sales Drive
- Ad hoc corporate sales tasks and projects as needed
- Embodies the firm's vision to inspire our clients through beauty innovations and the narrative of luxury while championing company practices and culture
- Seeks to promote and cultivate the company and brand awareness with external partners

#### **REQUIREMENTS**

- A college degree and 2+ 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
- Highly organized; Able to successfully prioritize and manage multiple projects, while maintaining accuracy and meeting deadlines
- 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

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