

Emmanuel O. Koko
BUF 4900
Dr. Adomaitis
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Job Description

Company : 3.1 Philip Lim
Job Position : Wholesale Sales Assistant

SUMMARY:

3.1 Phillip Lim is looking for a Sales Assistant to become an integral member of the sales team, supporting the team and our Head of Domestic sales to continue to grow our partnerships and continue to grow our overall business

WHAT YOU WILL DO:

Sales support

- Track selling on a weekly basis and provide consistent reporting to ensure high profitability for major partners
- Support major businesses with data management and quality check of purchase orders
- Work directly with specialty accounts on in-season swaps and RAs
- Oversee sample send outs, pre-shooting, style guides and copy templates for all major web orders
- Review inquiries from prospective clients and manage new partner set up
- Assist during market in appointments and support with showroom maintenance
- Keep inventory of salesman samples throughout market.
- Organize and execute seasonal “flat shots”.
- Assist in process of sending collection to other markets (carnet ATA)
- Assist in market recap meeting preparation and other special reporting or research projects as they arise
- Liaise with press on sample management for e-comm shoots, market inventory, calendar etc.
- Respond to client requests for imagery requests, product knowledge and/or visual merchandising packets
- Assist Sales team with preparation for in-store clinics and store visits
- Assist with intern management by delegating appropriate tasks

Customer Service:

- Process, check and amend orders under supervision of Manager/Director for all clients at every market
- Sending of order confirmations and collecting POs#
- Process reorders, returns and swaps with approval of Sales Manager/Director.
- Communicate changes in production and cancellations to clients
- Coordinate with production and logistic repair and return requests for damaged product
- Communicate monthly shipping report or any shipping status requests
- Assist on delivery/payment follow up (clients with terms)

WHAT YOU WILL HAVE:

- Up to two years of experience as an Intern/Assistant in either retail or wholesale
- Bachelor's degree or equivalent
- Strong organizational skills and ability to meet deadlines and work in high paced environment
- Having a "team player" spirit and the ability to work well within a group/team dynamic
- A self-motivated, fast learner, with an entrepreneurial spirit
- Ability to follow directions and execute tasks in a timely manner
- Strong communication skills
- High Proficiency in Word, Excel and Power Point