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| Job Title: Wholesale Assistant (1 Year Temp) | | |
| Division / Department : Retail | | Country / Location: Korea / Office |
| Reporting to: | B2B manager | Functional (if applicable) : |
| Number of Reports: | Direct [0] | Indirect [ 0] |
| Job Purpose:  To assist B2B team to achieve wholesales and B2B sales target | | |
| Key Responsibilities:    Wholesale / B2B business Assistant   * As one team, assist and closely work with B2B manager with ongoing customer order maintenance, order generation, shipping, billing, etc. * Prepare regular sales reports(weekly/monthly/annual) by accounts (Chicor/Olive Young/On and the Beauty) and other reports if necessary * Assist B2B & wholesale on/offline business to maximize sales by quick response and follow up action * Build good relationship with the clients and communicate with the clients regarding collections, sales material and any customer service requirements * Assist with special projects and other assignment   *\*\*Sustainability- Explore sustainable opportunities in work and implement it in daily work.* | | |
| Person Specifications: | | |
| Academic / Professional Qualifications   * Bachelor’s degree or equivalent | | |
| Work Experience   * 1-2 years related experiences in FMCG brands is preferred | | |
| Required Competencies   * Detail-oriented, Positive, proactive, transparent, process oriented and enthusiastic attitude of working * Interpersonal skills internally and externally * problem-solving skill | | |
| **Updated on:** Nov 04, 2022 | | |