|  |
| --- |
| 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 |