

Retail Sales Executive

French Luxury Beauty Brand

Dynamic and Friendly Work Environment

Competitive Remuneration Package

Found in Paris in 1954, Clarins opened its first Clarins Institute on 35 Rue Tronchet, Paris, with the innovative belief of its founder Jacques Courtin-Clarins that beauty comes from within and well-being brings out the best of a woman. From offering revolutionary treatment therapies to creating effective home use products, Clarins has evolved for more than 60 years; and throughout the journey, continue to pioneer in plant science, products and treatments innovation. Being the No.1 premium beauty brand in Europe with numerous customer recognitions and international beauty awards in the past 30 years, Clarins continues to create and manufacture its products in France. Staying true to its unique company value and epitomizing its brand manifesto "It's All About You!", Clarins strives to always listen to women - to truly understand their needs and develop effective, natural plant-based products of the highest quality. Clarins not only extends its respect to women, but also to nature and biodiversity, standing firm and solid in protecting nature sustainability and fair trade. It's a fact. With Clarins, life is more beautiful.

We are Clarins. A French Corporation specializing in skincare, colour cosmetics and fragrances. We are now seeking to appoint an experienced Retail Sales Executive to join our energetic Sales Team.

You will directly report to Sales Director and your responsibilities are:

#### Administration Operation

- Maintain POS system with IT
- Keep Inventory control for doors (Retail and E-Commerce)
- Provide Roster Update and Incentive Data to HR Department
- Prepare communications materials with Frontline team related to operations procedures and incentive plan.

#### Sales Administration

- Prepare Monthly sales reports (3BOs) each month
- Prepare presentation material for meetings and store visits
- Update Daily Sales report and product sales report everyday
- Co-ordination with retailers, outside parties (contractors and suppliers for maintenance purpose)
- Order processing for Key Accounts (demo & non-demo)
- To work with Marketing department and provide information, co-operation & support
- To work with Supply Chain department and provide information, co-operation & support

Requirements:

- Degree holder in Business or related disciplines
- 3 years or above relevant experiences in retail industry is preferred
- Proficiency in MS Office including MS Word, Excel and Chinese word processing
- Strong analytical mind and communication skill
- Good communication, initiative, follow-through, sense of figures and detail minded
- Fluent in spoken English, Cantonese / Mandarin

Please apply in confidence with full CV and expected salary to the Human Resources Department, Clarins Ltd.

Information provided will be treated in strict confidence and only be used for recruitment related purpose.