

# ASSOULINE

## RETAIL ASSOCIATE

### Position Specification

#### COMPANY OVERVIEW

Assouline is the first luxury brand in the world that uses books as medium. For the past fifteen years, Assouline Publishing has created fine illustrated books dedicated to fashion, photography, art and design. Renowned for our highly original graphic concept, Assouline books are works of art that capture culture and bring it to life. The spirit and savoir faire of these works have contributed to the creation of a unique and eclectic, chic and elegant brand that is immediately identifiable. Today, Assouline publications', special editions, and gift items can be found around the globe.

#### CORE RESPONSIBILITIES

(This role is Located at The Shops at the Plaza 1 W 58th street, NY, NY 10019)

- Drive personal and store sales results to reach goals daily and achieve monthly targets.
- Drive and Build Assouline Customer Data Base (monthly CRM goals and activations).
- Support Store Manager in the Execution of the Retail Activation Calendar including Seasonal Activations in collaboration with marketing team.
- Oversee store operations, including, but not limited to maintaining stock, store merchandising and general housekeeping Ad hoc projects as assigned.
- Act as a Assouline Brand Ambassador by proactively representing the Brand in relevant local activities (events, book launches, PR activities).
- Maintain Visual Merchandising according to VM guidelines.
- Achieve monthly personal and store goals.

#### ESSENTIAL JOB FUNCTIONS

Consulting, Advising and Influencing:

- Identify potential clients, establish contact, pitch client, create an account and complete the sale(s).
- Consults in a collaborative way to help private, interior designer as well as corporate clients to complete the order.
- Follows corporate guidelines on Visual Merchandising, price strategy, discount policy etc.

Customer Service:

- Ensures all existing and new clients as well as their customers are provided with the highest level of customer service.
- Centrally manages client database and utilizes information to increase sales and client contact.

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#### QUALIFICATIONS

- Previous luxury retail experience a must.
- Familiarity with HNWI customer base a strong plus.
- Proven ability to drive sales results.
- Experience creating and maintaining a strong clientele base.
- Demonstrated ability to communicate with customers, co-workers, and business contacts in a courteous and professional manner.

You'll thrive in this role if you are:

- Motivated – you bring energy to work. You are prepared and excited to maximize your contribution every day.
- Inquisitive – you ask questions to learn the ins and outs of the industry, and you ask yourself what you can be doing better so that you are always growing.
- Detailed – you can deliver accurate details even when you're dealing with a variety of task every day.
- Problem Solver – you are adept at breaking problems down, finding creative solutions and communicating them effectively.

**Assouline is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.**

If you are interested in this position, please send your resume with the job title in the subject line to: [hr@assouline.com](mailto:hr@assouline.com).