



IRENE FORTE SKINCARE SALES INTERN/ COORDINATOR JOB DESCRIPTION

POSITION: Sales Intern/ Coordinator

We are looking for a motivated Sales Intern or Coordinator with a passion for skincare and wellness. This role is an exciting entry-level opportunity for a highly motivated individual with excellent organizational skills, a strong ability to manage multiple projects simultaneously, as well as an interest in working in sales for a quickly growing brand that is on track to become the premiere science-led, natural skincare brand in the luxury space.

ABOUT IRENE FORTE SKINCARE

The proprietary Irene Forte Skincare range achieves outstanding results with natural ingredients in formulations shaped by 35 years of skincare research and development. Based on the research of her Scientific Director Dr. Francesca Ferri- a pioneer in the medical use of plant extracts to treat skin conditions- Irene has introduced novel ingredients in products which have shown profound results in independent clinical and user trials. Irene Forte Skincare products are suitable for all skin types and have even been clinically approved for sensitive skin. The core ingredients are harvested at the brand's Organic Farm in Sicily, and alongside these, Irene Forte Skincare has integrated zero-waste upcycled ingredients, made from nutrient-rich plant-based leftovers. Irene's insistence on plant-based sources means all the ingredients are certified vegan. Irene Forte's approach is distinguished by her high ethical standards. In recognition of those standards, Irene Forte Skincare has already achieved B-Corp status and has been awarded the Butterfly Mark by Positive Luxury for sustainable excellence.

The business is growing quickly and becoming a serious and recognized market player. In a short space of time, Irene Forte Skincare has expanded into 15 spas (including four Irene Forte branded spas) and over 100 doors globally, including Bluemercury, CosBar, Moda Operandi, Nordstrom, Liberty, Amazon Luxury Stores, Bergdorf Goodman, Bon Marché, Saks Fifth Avenue, Neiman Marcus, and Ludwig Beck.

SALES INTERN/ COORDINATOR OVERVIEW

The role will support the day-to-day efficient and effective running of the US sales department at Irene Forte Skincare.

This includes, but is not limited to:

- GENERAL
 - Carry out retailer administrative work:
 - Onboard new retail accounts, completing onboarding forms as required
 - Complete NPD forms as required
 - Update order forms as required
 - Ensure retail account asset folder is kept up to date, and share assets as and when required with retailers
 - Conduct regular 'local' store visits, ensuring merchandising is appropriate, testers are full, etc.

- Own, manage, and keep track of all collateral, sample and tester shipments to retail accounts
- Ensure the brand is consistently and appropriately presented with online accounts
- Support with presentations for market meetings, new product buy-ins, etc.
- RETAIL TRAINING
 - Coordinate all aspects of retail account training
 - Keep track of retail account training calendar, as well as flagging when repeat training is required
- RETAIL EVENTS
 - Participate in all aspects of retail account event planning and execution
- FREELANCE SALES FORCE
 - Support with freelance sales force planning and rotas
 - Work with agencies as and when required
 - Collate and submit freelance sales force invoices in a timely manner
 - Collate and submit freelance sales reports in a timely manner
- REPORTING
 - Manage, update and keep track of all retailer reporting, such as:
 - Weekly Retailer Revenue Tracker
 - Retailer Marketing Excel
 - Retail Training Calendar
 - Freelances sales reports

REQUIREMENTS

- Bachelor's degree/ currently doing Bachelor's degree
- Must be highly organized and detail-oriented, with a strong ability to manage multiple projects simultaneously
- A passion for skincare and wellness
- Excellent communication skills

IMPORTANT INFORMATION

- Location: New York metro area, but is currently 100% remote work
- Salary: Upon request

BENEFITS

- Employee-focused work culture
- Training/ courses relevant to role
- 70% discount on all Irene Forte products on the eCommerce platform, and box of welcome products upon starting

HOW TO APPLY

- Send CV and cover letter to: info@ireneforteskinicare.com