

Sales & Marketing Assistant Manager — Intermediate Level, FULL TIME

Start Date

As soon as possible

Responsibilities

Sales:

- Assists the Sales Manager with launching the brand to wholesale accounts + retailer acquisition.
- Manages wholesale accounts, which includes : answering retailer questions, creating yearly exclusivity contracts, and processes purchase orders.
- Maintains our Shopify page

Marketing:

- Assists with Marketing Manager with collection launch.
- Manages our social media channels (Instagram, Facebook, and Pinterest).
- Assists in collection + website copywriting.

Requirements

- Thrives in a fast paced environment, where your actions directly influence the company's growth.
- An ideas person and a problem solver.
- A strong sense of style + taste.
- Loves to write, and has a unique personal voice.
- Experience running an Instagram account.
- A deep understanding of the curve community.
- Friendly and positive attitude.

What We Offer

A negotiable yearly salary, depending on experience.

- Training
- A rad & inspired team
- A set schedule (Monday-Friday, 8:30am-4:30pm)
- Paid lunch breaks
- The ability to make an impact on a fast growing Vancouver-based company.

Location

Mount Pleasant, Vancouver

Languages

English

How To Apply

Please send an email to info@truelle.com with the following information:

- Position you are applying for
- Your resume
- A short cover letter
- Your availability