



MANAGER, WHOLESALE & CUSTOM

Appointed is hiring for a full-time Manager to oversee Appointed's Wholesale and Custom programs. This position plays a key role in Appointed's operation and we are seeking a candidate with applicable experience to join our team this spring. Our ideal candidate must have relevant experience working within a wholesale program and managing retailers for a product-based company.

Responsibilities:

- Manage correspondence with new, current and prospective retailers and custom clients
- Manage fulfillment process of wholesale and custom orders
- Manage relationships with wholesale reps and distributors
- Manage wholesale website and all associated content
- Play key role in developing and implementing new strategies for growing the wholesale and custom programs
- Initiate and explore growth opportunities for both programs and implement new and innovative marketing initiatives.
- Manage and oversee collateral development, marketing emails, events, trade shows and other efforts to maintain and grow both programs
- Manage projections, budgets, A/P and A/R reports
- Represent wholesale team at related events and trade shows
- Manage and mentor the staff who support the administration of the wholesale and custom programs

Required qualifications:

- Strong organization and communication skills
- Bachelor's degree
- 2-years experience working directly within a wholesale program, preferably a lifestyle brand
- Proficiency working with various computer programs and ability to quickly learn new software programs
- Proficiency working with Shopify or similar e-commerce platform
- Excellent customer service skills and experience
- Responsible, poised and a team player

Appointed, LLC is an American-made brand of thoughtfully designed desktop products that make utility look luxurious. Following an exhaustive yet unsuccessful search to find well made and refined desktop products that are manufactured in the U.S., we decided to create our own. Practical, beautiful and handcrafted of the finest materials, Appointed goods are designed to elevate the work experience.

Appointed is made-up of a small but growing team and this individual has the opportunity to make a large impact on a growing company. Please send your cover letter and resume to jobs@appntd.com. This is a full-time salaried position, with benefits, located at our Ivy City, Washington, DC headquarters.