

## WHOLESALE SALES ASSISTANT

Miansai, the jewelry and accessories brand based in Miami, F, is seeking a wholesale sales assistant reporting to the Director of Sales. Ideal candidates should have 1 – 2 years of experience in a wholesale or fashion environment as well as a general comprehension of the wholesale sales industry.

### Duties:

- **Data Entry**
  - Creating Sales Orders and Return Authorization forms within our ERP system
  - Major department store order entry inclusive of working with EDI/SPS transmissions
  - Tracking B2B platform for sales order entries
  - Updating B2B platform for weekly line sheets
  - Account set up
  - Entering approved and prospective customer information into ERP system
  - Selling reports on weekly basis
- **Daily Communication with Wholesale Customers**
  - Tracking sales orders to anticipate any issues and ensuring orders ship on time
  - Following up on orders to determine any delays, reasons why orders did not ship on time and finding a resolution
  - Provide tracking numbers to customers for shipped orders
  - Maintaining and strengthening relationships with current clients
  - Assisting in expanding present client database
- **Daily Communication with Internal Teams**
  - Working with Finance to ensure orders are paid on time
  - Collaborating with Logistics to ensure orders ship on time correctly
  - Checking PO due dates for back ordered items and alter sales reps
- **Prospecting**
  - Looking for new potential wholesale customers
  - Filtering approval of new customers through brand team
- **Market Pre/Post work**
  - Assisting with market preparation and appointments
  - Working with creative and visuals teams on sample coordination and line sheets
  - Pulling reports and work with brand manager for end of season collection reviews
  - Managing seasonal order placement, reorders, changes/cancellations, etc.

### Requirements:

- Must have an interest working with a fast-paced growing fashion brand
- Some experience in contemporary wholesales business a plus
- Excellent written, verbal & analytical skills
- Great proficiency with excel and savvy in complex computer systems
- Organized and have the ability to multi-task
- Attentive to detail and proactive in internal/external communication
- Self-motivated
- The ability to resolve customer issues with little supervision

**Hours:** M - F, some weekends during market

**Type:** Full-time/Hourly