



Job Description

Position Title: Account Associate

Reports To: Account Executive

Direct Reports: None

Overview:

The Account Associate will assist an Account Executive and the Sales team with multiple accounts while managing all sample requests and executing sales reports.

Key Accountabilities:

- Assist Account Executive and Sales Manager in all aspects of the sales process, including showroom management, market preparation, and administrative support
- Responsible for bulk order tracking, on order log, receipt of order confirmations, shipping/delivery updates, and maintenance of order books
- Communicate daily with buyers regarding current orders, shipping, current sales, changes in delivery schedules, future orders and overall business
- Review and analyze account selling reports and run weekly/monthly shipping and on order reports
- Recap and present weekly retailer results (style selling, sales/stocks, etc.) for assigned accounts as needed
- Coordinate and attend market week appointments
- Ensure samples are effectively managed and pack/unpack samples for trade shows and out of town market appointments
- Special projects as needed

Required Skills/Abilities/Education:

- Bachelor's Degree in Fashion Merchandising or related field
- Prior internships and/or related experience required
- Excellent organizational and communication skills with attention to detail
- Ability to multi-task and prioritize in a fast paced environment
- Proficient in Microsoft Office