# TITLE: Sales Trainee 100% - 6 to 12 months

# DEPARTMENT: Swiss market, License Brands, Swiss Brands

# REPORTS TO: Key Account Manager Swiss Market

**JOB PURPOSE**

**This position will come in support to our Swiss market business for the Fashion Brands (Hugo Boss watches & jewelry, Tommy Hilfiger watches & jewelry, Lacoste watches and Calvin Klein watches & jewelry) and for our Swiss brand (Movado watches and Ebel watches).**

*Support CH sales team by completing customers’ documents or creating sales documents. Management of CH market business analysis such as sales reports.*

JOB RESPONSABILITIES / ROLES

* Support sales team on CH market clients’ management
* Monthly sales review (Sell-out, Stock, Re-orders)
* Supervision of clients’ sales and marketing activities.
* Management of sales report (Sell-out report, Weekly sales report, etc..)
* Complete customers’ documents (products description, etc..)
* Creation of sales documents (Order forms, etc..)
* Support sales team with back-office task

REQUIREMENTS/QUALIFICATIONS

(ED) Education required:

*Bachelor or Master Degree in Business Administration or Federal VET Diploma in Commerce*

(EK) External Knowledge needed for the job:

*MS Office (Excel, Word and PowerPoint.*

*French and English*

(GC) General Competencies:

*General Business interest and understanding*

*Numerate and precise*

*Good Analytical skill*

*Si vous êtes intéressé(e) par ce poste, veuillez envoyer votre candidature à l'adresse électronique suivante: recruitment@mgiluxury.com*