



JOB DESCRIPTION

JOB TITLE : Executive Assistant (Sawon)
DEPARTMENT : Duty Free Cosmetic Division
REPORTS TO : Vice President

PURPOSE

- The VP Assistant provides effective and responsive administrative/secretarial services to support the executive in day-to-day business operations and activities.
- Another mission is to issue regular and ad-hoc sales reports on cosmetic market trend, and competitors & Company brands' performance.

RESPONSIBILITIES

Administrative & Secretarial Services (40%)

- Support Cosmetic Division VP in all related operational & administrative tasks.
- Proactively organize and manage daily schedules, including interacting with all levels of leaders, employees, assistants and external contacts.
- Manage, plan and coordinate travel logistics - visa and passport management, itinerary management, and local site coordination.
- Coordinate relationship enhancement activities by regularly updating contact list, initiating and organizing seasonal greetings & gifting occasions for business partners and Division employees.
- Participate and support organizing Division's team building activities working with Division HRBP team.
- Participate to support various projects/duties requested by VP

Sales & Trend Report (60%)

- Consolidate competitors' sales data and update Bluebell Cosmetic Retail Panel every month
- Issue cosmetic market report every month by analyzing Bluebell Cosmetic Retail Panel's sales data, Company's Sales & Marketing Departments' various reports, news articles, published data from related authorities, etc.
- Ensure timely and accurate update of Division's sales data – weekly/bi-monthly/monthly sales performance
- Support VPs/GMs to develop presentations and reports for important meetings and clients requested by VP.

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QUALIFICATIONS

Education

- Bachelor's Degree

Work Experience

- 1~2 years of relevant work experience is preferred

Knowledge

- Knowledge of global retail industry and cosmetic trend

Skills

- Effective time management and organizational skills; able to balance multiple priorities
- Advanced proficiency with MS Office including PowerPoint & Excel
- Able to work with large amounts of numeric figures and formulate various sales reports. Tendency of analytical orientation is a plus.
- Excellent verbal and written communications skills. Fluency in English is needed (reading>written>speaking in order of importance).
- Ability to effectively interact and communicate with senior management.
- Excellent interpersonal skills

Attitude

- Service-oriented
- Attention to details.