



JOB DESCRIPTION

JOB TITLE : Brand Assistant
REPORTS TO : Brand Manager

PURPOSE

- Support internal team and counters to operate work smoothly

RESPONSIBILITIES

- Sales data Collection & Report
 - Daily sales by counter (sales, no.of bills, customer nationality etc.)
 - Weekly sales by counter / Report
 - Closing monthly sales / Make related report
 - Sales and inventory report
- Counter support
 - Collect counter expense (Supplies, laundry etc.)
 - BA Benefit follow up
 - Welfare card application
 - Education expense
 - Supplies for funeral
 - Wreath for congratulations and condolences
 - Language certificate upgrade
 - BA Schedule update & report
 - Monthly working schedule
 - Time & attendance documents
 - Full time & part timer status report to finance team/HR
 - BA Status Update : New BA, resigned BA update
- Training & Retail support
 - Uniform order support
 - Order grooming goods and training products
 - Training support (flight, snack and meal)
 - Other event support: workshop, sales meeting etc.

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- Order & Shipment support
 - Support registering ERP system of operator
 - Support shipment tracking
 - POSM monthly stock update
 - Support stock transfer

- Others
 - Request entering Pass for AP and Shilla Seoul visit
 - Update visit book
 - Sales meeting PPT support

QUALIFICATIONS

Education

- Bachelor's Degree

Work Experience

- Relevant travel retail, cosmetic industry experience preferred

Certificates

- Good working knowledge of Microsoft Office Programs (Especially Excel)

Knowledge

- Minimum Knowledge for duty free Retail operation

Skills

- Proficiency in English is required
- Communication skills with counter

Attitude

- Self-motivated, organized, team approach
- Accurate and detail-oriented