



MGI LUXURY GROUP Sàrl

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
Nurate and precise
Good Analytical skill*

Would you be interested in this position, please send your application to:
recruitment@mgiluxury.com