

Brand Coordinator – GS

A fashion and lifestyle brand that joins premium quality and designs at the heart of distinct shopping experience

Major: degree in Business Administration, Marketing, or any related field

Experience: fresh graduates are accepted

Major Responsibilities:

- Perform data entry of all entries and orders as per applicable company procedures and coordinate with data entry department to provide them with the seasonal orders, confirmations, add-on orders and modifications in a timely manner.
- Coordinate with the Accounting and Logistics Departments to follow up on shipment confirmation and payment.
- Assist Brand Manager with the entry and pricing of merchandise as per guidelines.
- Coordinate the entry, pricing, distribution, and re-distribution of merchandise with the warehouses and stores.
- Assist the brand manager in stores' operation management and staff evaluation based on store visits.
- Inform and update all related departments of all transactions, information or procedures related to suppliers/brands (i.e.-defects, discounts, shipments, invoices, credits notes, change in contract terms, ownership, business conditions...).
- Prepare sales reports (fast/slow-moving items, best sellers...).
- Prepare material (photos, descriptions, price lists...) related to the concerned brands to deliver for the E-commerce department.

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb,
Ext. 7801, 7802