



## ADMINISTRATIVE MANAGER

**Location:** Delhi

**Company Profile:** French Jewellery brand

### **Responsibilities:**

Under the responsibility of the founder of the brand, your role will be to ensure the administrative management and the follow-up of the wholesale shops in France and abroad, in particular by ensuring:

- Daily wholesale customer follow-up: presentation of new collections, taking orders, restocking.
  - Coordination and monitoring of sales agents
  - After-sales service management (defective parts and returns)
  - Billing follow-up in coordination with accounting.
  - Analysis of wholesale and web sales results in order to develop collection plans.
  - Assist the founder in her daily missions: event sales, pop-up store, shooting, trade fairs in France and abroad.
  - Competitive intelligence- Customer interface / logistics / accounting / web
- This list is not exhaustive and may change with the development of our company,

### **Profile sought:**

- You are rigorous, organized and endowed with good interpersonal skills.
- You like to evolve in a multicultural environment with versatile missions.
- You have team spirit, and you know how to be proactive.
- Sensitivity for fashion and jewellery strongly desired.
- Good command of the Office pack, with good skills in Excel.
- Professional spoken & written English imperative.
- Good command of spelling in French is a plus

Please send your CV to [employment.service@ifcci.org.in](mailto:employment.service@ifcci.org.in)



### About Indo-French Chamber of Commerce & Industry (IFCCI)

Established in 1977, the Indo-French Chamber of Commerce and Industry (IFCCI) belongs to a worldwide network of 120 French Chambers (CCIFI) in 90 countries with over 33,000 companies. IFCCI is one of the most active bilateral chambers in India that promotes mutually beneficial trade relations between India & France and caters for its members' needs and interests. For more information, please visit <https://www.ifcci.org.in/>

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