

# Christian Dior

P A R F U M S

## Activity descriptions

### Sales & Retail

- Compile monthly sales reports
- Organising office documentation, archive files, invoices
- Optimization of clients' databases: excel & specific platforms
- Processing the Excel reports of POSM delivery to stores
- Keeping evidence of office stock movements, posting delivery notes in excel inventory
- Check of POSM inventory in the office
- Processing the invoices in specific formats for clients
- Processing specific documents for novelties listing

### Training

- Work closely with the Training Manager
- Help organize trainings: presentations, venues, catering, decor etc.
- Completes the FOLLOW UP report each time is needed
- Monitors make-up events on Facebook pages of Sephora, Douglas, Marionnaud and Kendra
- Translation of materials
- Motivate BC to have team spirit and be goal driven

# Christian Dior

P A R F U M S

## Marketing & Merchandising

- Work closely with Visual Merchandiser in the planning and implementation of category-specific projects for individual customers.
- Monitors media activity in magazines and outdoor
- Helps organizing events (instore/outdoor, catering, decor, Makeup testers etc.)
- Completes the FOLLOW UP report each time is needed
- Monitors make-up events on Facebook pages of Sephora, Douglas, Marionnaud and Kendra
- Helps in visual simulations for events (ex instore podiums)
- Site Survey - visit in store (shelf surveys, decor, photos etc)
- Checking the planograms for Dior- fragrance, makeup & skincare and correct
- Check Dior Animation elements and correct according to guideline;
- Check and monitor competition activities;
- Fill Survey Report for Dior & Competition
- Pictures from visits in stores and archive
- Participation to all stages of animations campaign /design, production , implement;