**Sales Admin and Support - Fashion and Apparel**

As an Easey Street team member, you help create the energy and excitement around our products, providing the right solutions and getting products into customers' hands.

This role is key to helping us deliver on the above and creating a customer experience for the retailers, brands and suppliers we jam with that is like no other.

**Role 411:**

·         Provide sales admin support to our account managers

·         All things customer service throughout the customer journey – before, during and after

·         Manage and ensure accurate data across our systems and database

·         Assist with data analysis as required

Our success starts with you discovering what our customers need. And with the support of your team members, matching those needs with the right products and/or service.

**Easey St. Group**

Two parts business, one part fun, Easey St. are Australia's top sales agency representing leading global brands like Nike SB, Converse, Volcom, Havaianas, Nixon and Hurley.

We've cut up a totally original, one-of-a-kind experience for the retail buyer that's brought to life by a team culture all about good living and hustling to achieve epic results.

We want our team to love what they do and do it well. We're all about providing them with the development they need to grow with us. Speaking of growing, our plans for the future are big - we've landed some amazing accounts and are working on some sick projects.

**Your Day-to-Day**

**SALES**

* Support our account managers with sales and administration
* Liaise with our retail and wholesale partners to maximise sales opportunities and ensure smooth after sales care
* Contribute to planning and organising marketing, promotions and events for prospective and existing clients

**CUSTOMER SERVICE/ ADMINISTRATION**

* Support and guide clients through the sales process
* Maintain our customer database
* Other administration tasks as required

**DATA ENTRY**

* Assist with efficient and accurate data entry
* Monitor store stock levels
* Communicate stock movements and findings to relevant stakeholders and liaise with retail teams and account managers to drive feedback and changes/improvements
* Provide ad hoc analysis and reporting as required by the business

**Who we're looking for**

The ideal candidate will have a keen interest in fashion, surf, skate and sneaker culture. They will be positive and energetic, a skilled all-rounder with the below know-how and qualities:

* **Self-motivated,**people person and a true **team player**
* **Crazy-organised and always on top of things**
* **On it when it comes to follow-up and follow-through; stickler for seeing things through to completion**
* **Flexible** and **adaptable** - have no issues in responding to requests that suddenly come up (we're not going to lie, it happens)
* Can **prioritise** and **hustle** hard to get stuff done
* Can relate to who we are and happy to get involved and truly represent the Easey St. **community**
* Exceptional verbal and written **communication**
* A **respectful** and honest approach with high integrity
* A natural savviness for technology and innovation
* Able to juggle multiple priorities within a fast paced and constantly **evolving** landscape
* Be **results** focused and proven track record of consistently meeting deadlines
* Microsoft Office proficient, especially as an Excel whiz
* Confident phone manner

If this sounds like you and this is the role you've been hanging out for, let's do this!

**Please include a cover letter that covers the following:**

* **How you think you would fit into the Easey St. community and culture**
* **What’s your best party trick?**