

# DAVID YURMAN

<b>Title</b>	<b>Seasonal Sales Support</b>
<b>Overview</b>	The Seasonal Operations Support provides administrative and logistical support for the Retail Store Operations Staff during the Retail Holiday Season.
<b>Responsibilities</b>	<p>Operations</p> <ul style="list-style-type: none"><li>• Enter sales at POS.</li><li>• Answers and properly directs all incoming calls.</li><li>• Assist on the sales floor when all tasks are completed or when necessary in order to satisfy clients' needs.</li><li>• Maintain consistent visual merchandising and housekeeping standards reflecting current visual guidelines and priorities at all times.</li><li>• Assists Sales and Operations team wrap client packages.</li><li>• Assists Sales and Operations team with the cleaning of client jewelry.</li><li>• Assists the Operations team with the restocking of store packaging. (Bags, Boxes, Pouches, Ribbon, Folders).</li><li>• Assists the Operations team with the restocking of store stationary. (POS Paper, Repair Forms, Receipt Envelopes).</li><li>• Assists the Operations team with the unwrapping of David Yurman Bags for easy access.</li><li>• Assists the Operations team with the putting together of DY Pocket Folders.</li><li>• Assists Operations team package and ship client packages.</li><li>• Assists Operations team in inventorying office supply needs.</li><li>• Assists Operations team in inventorying packaging needs.</li><li>• Assists Operations team in inventorying stationary needs.</li><li>• Assists Operations team identify client jewelry repairs.</li><li>• Assists store in maintaining a clean caseline.</li><li>• Assists Sales and Operations team organize understock.</li><li>• Assists Operations team with Inventory Serial Case Audits.</li><li>• Ensures organization and cleanliness of jewelry cleaning area.</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Minimum 1 year in an operational role in a customer service environment; luxury retail experience preferred</li><li>• Computer skills: Proficient in Microsoft Excel and Outlook</li><li>• Ability to be detail-oriented, adapt and prioritize in a fast-paced environment</li><li>• Flexibility to work in various roles based on business needs (i.e. on the sales floor, operations, etc.).</li><li>• Flexibility to work non-traditional hours, including days, nights, weekends and holidays.</li></ul>