

Commercial Operations Intern

[Apply Now](#)

Company: Guerlain

Location: United Kingdom

Category: other-general

Position

POSITION: COMMERCIAL OPERATIONS INTERN

DEPARTMENT: RETAIL & EDUCATION

LOCATION: LONDON

REPORTS TO: RETAIL & TRAINING OPERATIONS MANAGER

PURPOSE OF THE ROLE

To support all channels with business reporting and the Retail and Education Departments to achieve sales, profit, strategic objectives, and operational excellence.

To support the field and store-based teams by carrying out daily tasks and projects.

Being the first point of contact for all Area Manager Team queries.

Assist with all ad-hoc requests from EMEA and UK teams.

MAIN RESPONSIBILITIES

Business Analysis:

Executing, reporting and analysis of Sales and KPI Performance for UK All Channels.

Product performance reporting and analysis.

Executing, tracking, and analysing Retail Incentives and commissions.

Developing new reporting on ad-hoc basis based on business needs.

Retail Operations:

Support the Retail department amongst retail network projects and incentives.

Coordinate Retail projects and activations to streamline the process, inform all key stakeholder the status and further follow-up actions.

Preparing internal and external presentations and ensure figure accuracy.

Project management of Temporary Staffing as required by retail needs and form relationships with key stakeholders.

Assist in the stock management and replenishment of testers and stock take at retail level liaising with the marketing, sales, customer service, and finance departments.

Day to day admin to support Retail Department.

Education and Other Administration:

Support the Education team with the Guerlain Academy trainings admin and logistics.

Assist with travel and other hospitality booking.

Creation of purchase orders for invoices as needed by the business in a timely and accurate manner.

Help the team to prepare budget reports and trackers. Ensure they are 100% accurate.

Assist with the preparation and organisation on all retail and training events ranging from consultant awards, city meetings, brand/retailer conferences, roadshows, and other departmental meetings.

Assist with newsletters to consultants liaising with team and other departments.

Profile

PERSON SPECIFICATION

Technical Skills

Advanced in Excel

Competent in PowerPoint and Word

Strong Written and Oral skills

Fluent in English (Another language an advantage)

Organised with attention to detail and excellent follow up skills

Capable to cope with face paced, challenging and changing environment

Flexible and adaptable - excellent problem-solving skills

Profile

Strong analytical understanding

An aptitude for detail & numbers

Proven ability working on reporting systems

Strong team player

Passionate

Enthusiastic

Fast Learner

Proactive, dynamic & solution orientated

Driven & ambitious to learn and develop

Curious and innovation approach keen to explore projects

Confident and able to show initiative

[Apply Now](#)

Cross References and Citations:

1. Commercial Operations Intern[Reactjobsnearme](#)**Jobs United Kingdom**

[Reactjobsnearme](#)

2. **Commercial Operations Intern**[Sanfranciscojobs](#) **Jobs United Kingdom**
[Sanfranciscojobs](#)
3. **Commercial Operations Intern**[Entertainmentjobsnearme](#) **Jobs United Kingdom**
[Entertainmentjobsnearme](#)
4. **Commercial Operations Intern**[Studyjobs](#) **Jobs United Kingdom**[Studyjobs](#)
5. **Commercial Operations Intern**[Free-job-alerts](#) **Jobs United Kingdom**[Free-job-alerts](#)
6. **Commercial Operations Intern**[Weldingjobs](#) **Jobs United Kingdom**[Weldingjobs](#)
7. **Commercial Operations Intern**[Uzbekistanjobs](#) **Jobs United Kingdom**[Uzbekistanjobs](#)
8. **Commercial Operations Intern**[Manchesterjobsearch](#) **Jobs United Kingdom**
[Manchesterjobsearch](#)
9. **Commercial Operations Intern**[Unitedstatesjobs](#) **Jobs United Kingdom**
[Unitedstatesjobs](#)
10. **Commercial Operations Intern** [Highestpayingjobs](#) **Jobs United Kingdom**
[Highestpayingjobs](#)
11. **Commercial Operations Intern** [Ultimatejobfinder](#) **Jobs United Kingdom**
[Ultimatejobfinder](#)
12. **Commercial Operations Intern** [Retailjobsnearme](#) **Jobs United Kingdom**
[Retailjobsnearme](#)
13. **Commercial Operations Intern** [Dallasjobs](#) **Jobs United Kingdom**[Dallasjobs](#)
14. **Commercial Operations Intern** [Investmentbankerjobs](#) **Jobs United Kingdom**
[Investmentbankerjobs](#)
15. **Commercial Operations Intern** [Delhijobs](#) **Jobs United Kingdom**[Delhijobs](#)
16. **Commercial Operations Intern** [Iosjobs](#) **Jobs United Kingdom**[Iosjobs](#)
17. **Commercial Operations Intern** [Findfulltimejobs](#) **Jobs United Kingdom**
[Findfulltimejobs](#)
18. **Commercial Operations Intern** [Birminghamjobs](#) **Jobs United Kingdom**
[Birminghamjobs](#)
19. **Commercial operations intern** [Jobs United kingdom](#)
20. **AMP Version of Commercial operations intern** [Jobs United kingdom](#)
21. **Commercial operations intern United kingdom** [Jobs United kingdom](#)
22. **Commercial operations intern Jobs United kingdom** [Jobs United kingdom](#)
23. **Commercial operations intern Job Search** [Jobs United kingdom](#)
24. **Commercial operations intern Search** [Jobs United kingdom](#)

25. Commercial operations intern Find Jobs ↗

Source: <https://uk.expertini.com/jobs/job/commercial-operations-intern-united-kingdom-guerlain-e7f5ac0e18/>

Generated on: 2024-05-03 by Expertini.Com