

# THE OUTNET

## Assistant Retail Coordinator

**THE OUTNET.COM is the most fashionable fashion outlet. Since its launch in April 2009 by the people behind the award-winning website NET-A-PORTER, THE OUTNET has quickly established itself as the chic, go-to destination for the global, style-conscious shopper looking for the best designer brands at a great discount price.**

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### Day-to-day Responsibilities

- Manage and maintain daily correspondence of assigned vendors/accounts
  - Support Retail Coordinators in handling day-to-day activities including
    - Attending to general vendor/supplier questions in an efficient and timely manner
    - Resolving general vendor and internal product issues effectively
    - Reviewing and processing order confirmations
    - Monitoring delivery calendar to ensure start ship and cancellation dates are honored
  - Assist Product Merchandiser in entering and organizing product content on the THE OUTNET website
  - Create new product information from various sources and update database with relevant details accurately
  - Provide product knowledge support for the Customer Care and Personal Shopping Team
  - Improve and Maintain filing system of the Retail and Buying departments
  - Other duties as called upon
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### Essential Skills & Requirements

- Excellent verbal and written skills specifically in regard to maintaining both internal and external relationships.
  - Numerate with advanced computer literacy
  - Knowledge of Excel preferred
  - Excellent time keeping skills and work ethics
  - Ability to identify problems, demonstrate use of initiative and implement appropriate solutions.
  - Team player.
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**Location:** Mahwah, NJ