

# COTY

BEAUTY, CELEBRATED & LIBERATED

*Coty is one of the world's largest beauty companies with approximately \$9 billion in revenue, with a purpose to celebrate and liberate the diversity of consumers' beauty. Its strong entrepreneurial heritage has created an iconic portfolio of leading beauty brands.*

*Coty is the global leader in fragrance, a strong number two in professional salon hair color & styling, and number three in color cosmetics. It operates three divisions – Coty Consumer Beauty, which is focused on color cosmetics, retail hair coloring and styling products, body care and mass fragrances sold primarily in the mass retail channels with brands such as COVERGIRL, Max Factor and Rimmel; Coty Luxury, which is focused on prestige fragrances and skincare with brands such as Calvin Klein, Marc Jacobs, Hugo Boss, Gucci and Philosophy; and Coty Professional Beauty, which is focused on servicing salon owners and professionals in both hair and nail, with brands such as Wella Professionals, Sebastian Professional and OPI.*

*Coty and its brands are committed to a range of social causes as well as seek to minimize its impact on the environment. We are a truly global player with over 20,000 employees, operations in more than 40 countries and products sold in over 130 countries and territories.*

We are currently looking for a high achieving and energetic **Sales Operations Intern**, to join our Consumer Beauty team of our member company *Wella Hellas*, at Maroussi (Athens, Greece) Offices for a 6 month paid internship.

## About the Role:

- Provide administrative and sales support throughout the sales lifecycle.
  - Draft customer communication letters
  - Support KAM team with general operations to help reach the team's objective
  - Support the KAM team's sales transactions
  - Maintain and update sales and customer records
  - Check data accuracy in customers' communication
  - Perform sales data analysis from internal and external sources (Nielsen)
- Assist in the communication cycle to customers
- Learn key details of account sales and customer relationship management

## Candidate Requirements:

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- Understanding of sales performance metrics
- Good organizational and multitasking skills
- Clerical skills to provide and update sales and customer records
- University Bachelor degree in Business Administration or related field



- Up to 2 years of working experience in relevant positions would be considered an asset
- Very good knowledge of MS Office, especially Excel

Soft Skills: Analytical thinking / Focus on results / Work under pressure / Communication and interpersonal skills

Should you wish to apply, kindly send your CV at [maria\\_sinani@cotyinc.com](mailto:maria_sinani@cotyinc.com) using the reference **IWSales**