



Example of Collection Associate Job Description

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Our growing company is looking for a collection associate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for collection associate

- Prepare buy plans
- Analyze sales volume
- Support Month-end process
- Service and maintain accounts
- Help support sample management
- Prepare for and participate in Market appointments
- Support Fashion Show preparation
- Advanced proficiency in Excel, Word
- 2-4 years of wholesale sales experience working with department stores
- Experience independently managing accounts

Qualifications for collection associate

- Convey a strong sense of urgency and driving issues to closure
- Communicate in a clear, concise, and timely manner
- Luxury brand or accessories experience preferred
- Assist Design Director/Sr
- Communicate with product development team concerning all lab dips and color approval information
- Keep track of "Design Keep" samples