



Example of Cosmetic Manager Job Description

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Our company is looking for a cosmetic manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for cosmetic manager

- For products sold in the EU, work with the company's responsible person to insure that complete portfolios are created and maintained on all products sold to EU countries
 - Maintain database of formulas, raw material information, Stability and Preservative Efficacy Tests
 - For products sold in the EU, monitor REACH compliance and determine on a yearly basis, the amount of raw material entering the EU under the REACH program
 - For all products generate and maintain GHS compliant Safety Data Sheets files
 - For all products, generate and maintain accurate ingredient statements based on current INCI nomenclature in Laboratory and Kallik label software databases
 - Maintain a safe and satisfactory work area as determined by OSHA and company guidelines and procedures
 - Assist in new products and item sales launch plans
 - Manage assigned channel (including H&B channels and cosmetic chain) & responsible to deliver the assigned channel sales (Top line), profitability (bottom line)
 - Formulate and execute business plan, product launch plan and business review with assigned channel
 - Build and maintain strong collaborative key customer relationships to deliver preferred supplier status
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- Must have 2+ years of cosmetic marketing experience
- Must have at least 5-7 years of Retail Marketing and event planning experience in a managerial role, with a proven track record of implementing and sustaining market developments
- Must have management experience and a successful track record of overseeing, mentoring and leading teams with no less than 5 employees in varied roles and levels
- Must possess excellent written and verbal communication skills in order to communicate effectively with both internal and external partners, including executive management
- Must possess strong Microsoft Office Suite skills for detailed reporting and analysis of marketing performances and creating presentations of campaign recaps for executive management
- Advanced computer skills in Excel (pivot tables, macros, vlookups)