	Sales Analysis & Support Specialist	Angelini Beauty S.p.A.
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Company: Angelini Beauty

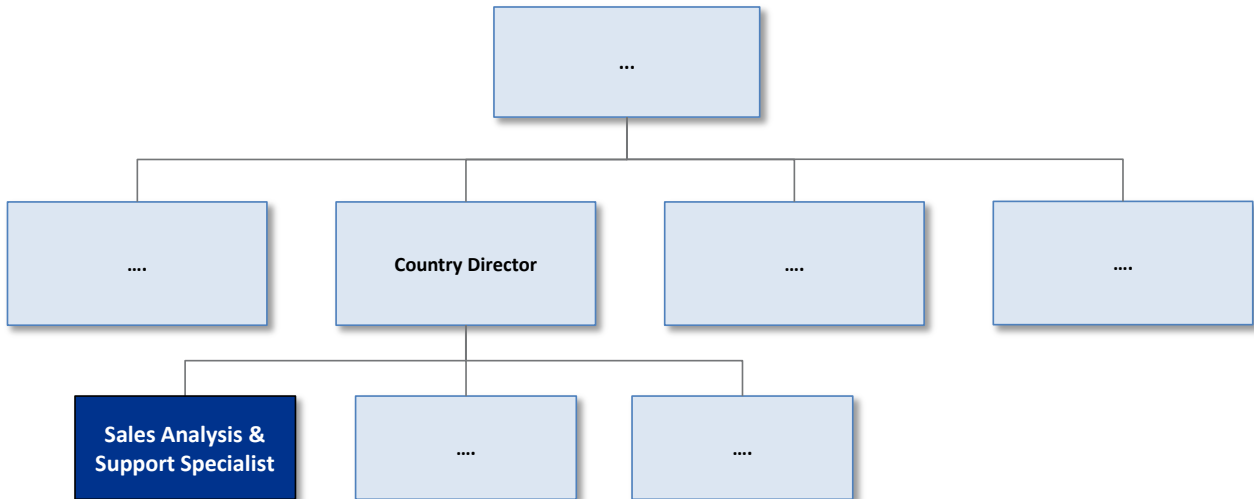
Organizational Unit: Market Subsidiary - ITALY


Position: Sales Analysis & Support Specialist

Direct Manager: Country Manager

Drafted by: HR Angelini Beauty
Issued in:
Reviewed in:

Organizational Chart




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Purpose:

To provide the Sales team and Country Manager with sales information and support for the managed area, with the aim of facilitating decision making and improving the salesforce effectiveness.

Areas of responsibility:

- To perform daily, weekly and monthly dashboards in order to monitor the sales measures.
- To track the new product launches performance.
- To track the sales reps performance.
- To provide the Sales team and Country Manager with ad hoc analysis.
- To update and share sell-in reports with the key clients.
- To offer support to Sales Management in preparing sales forecasts and targets;
- To monitor the GWPs and free-of-charge equipment, accordingly with the forecasted availabilities.
- To collaborate with the Demand Planning Department for the rolling forecast;
- To administer customer's annual contracts and to update commercial agreements and conditions into the system, ensuring that are correctly applied;
- To perform year-end-bonus (YEB) calculation according to commercial agreements and update the information into the system;
- To offer support to the Sales team & Country Manager in preparing sales presentations and offers;
- To coordinate all the logistics matters of the Sales cycle meetings.
- To maintain and update order lists and presentations into the sales platform (Vincle).
- To administer suggested retail price information into the system, for distributed brands in the market;

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- To maintain and update the customer master data into the system, tracking new POS openings, closures, changes.
- To evaluate and follow up any technical implementation with the IT team.
- To perform other administrative tasks related to the position purpose.
- To work continuously on own professional development, with the aim of improving individual skills and knowledge.

Additional HR Information

Position abstract (for internal communication matters):

- To provide the Sales team and Country Manager with sales information and analysis with the aim of facilitating decision making.
- To support the Sales team with the aim of improving the salesforce effectiveness.

Required profile (for recruiting purposes):

- Experience in sales environment, preferably with sales analysis responsibilities.
- Advanced user of SAP and BW.
- English at a high-level (B2)
- Key soft skills: Analytic capabilities, proactivity, Service orientation.