

New Look Vision Group is looking for a full-time Data, Sales and Purchasing Analyst Luxury Group Banner. Reporting to the Director, Planning, Allocation & Analysis, you will be working in our offices located at 4405, chemin du Bois-Franc in Ville Saint-Laurent.

Main Responsibilities

- Coding frames based on information provided by stores & vendors;
- Updating existing SKUs when necessary;
- Ensuring consistency in coding of frames (ex. model, colour, size);
- Ensuring regular maintenance of SKU information, such as frame status;
- Following up on orders with stores;
- Performing regular analysis of SKUs/stores to suggest repeats of best selling styles;
- Providing the luxury team with this data to help move the business forward;
- Assisting superior and colleagues when necessary;
- Doing any other related tasks requested by immediate superior.

Requirements

- College diploma in accounting, administration or any other training deemed equivalent will be an asset;
- 1-3 years of relevant retail experience;
- Bilingual with excellent verbal and written communication skills in both French and English;
- Strong knowledge of MS Office, in particular Excel;
- Knowledge of Microsoft Dynamic, an asset;
- Strong analytical skills;
- Able to interpret data and work with different databases;
- Strong attention to detail and accuracy;
- Organized with the ability to multitask and adapt to changing priorities;
- Fast-learner, capable of taking on an increasing scope of responsibilities;
- Able to work under tight deadlines;
- Strong interpersonal, analytical and organization skills.