

T H E P O S T E R
C L U B

Office and Retail Manager (Maternity cover)

For our office in Copenhagen we are looking for a Office and Retail Manager to join our team.

The position has two key areas which will be your main responsibility.

As a Office and Retail Manager you will be responsible for the day-to-day operations at the office making sure everything runs smoothly online and offline.

You will be covering a wide range of daily tasks including handling all customer and retailer requests and be the natural link between them and our warehouse.

Other operational tasks could be maintaining and optimizing sections of our website, making purchase orders, helping out with photo shoots and when we launch new collaborations etc.

The other important part of the position will be to help further grow and develop our retail business worldwide. You will be the primary contact person for all current retailers, but also be responsible for successfully on boarding new retailers and aligning our retail setup.

You will work closely together with our Communications and PR Coordinator when we launch new products and collaborations or run various campaigns.

Being part of a small team you will quickly see that not two days are alike. You'll have to see this a positive thing and embrace the opportunities it also brings along working in a fast growing company.

Your main responsibilities and tasks:

- Handling of all customer and retail requests (via e-mail)
- Various administrative and daily operational tasks
- Assist on photo shoots, events and help with campaigns, product launches.
- Further grow and develop the different parts of our retail business
- Be the primary contact person for all existing and new retailers
- Ad-hoc assignments within online marketing, website maintenance etc.

Skills and Qualifications:

For this position personality and the motivation in being a vital part of our journey is much more important to us than relevant experience. But it wouldn't hurt if you could tick off some of these bullets.

- A natural interest for design, interior design and/or art
- Experience with retail sales, either offline or online
- Holds a good commercial understanding
- Are used to work on Mac products
- Experience with the Adobe suite, e.g. Photoshop, Illustrator etc.
- Speaks and writes English fluently
- Valid Danish driver's license

We offer you:

- A fun and relaxed working environment

- Good office facilities, including access to a private roof top terrance (we share a large studio space with a photographer)
- Flexible working hours
- The chance to join a fast growing company with good opportunities for personal development and increased responsibilities a long the way.

About us

Established in Copenhagen in 2014, THE POSTER CLUB has become internationally renowned as one of the leading places to source high quality affordable art prints and posters. Most of the art prints are exclusive collaborations with various artists, designers and photographers. Today THE POSTER CLUB is also selling its own curated collection of art prints worldwide both through their own website and selected retailers in more than 30 counties around the world. More info at theposterclub.com

This position is full-time and will be carried out from our Copenhagen office. Note that the position is a 14-months maternity cover, but with good possibilities to continue within the company afterwards.

Salary will be based on qualifications. Please send your cover letter, CV and a current photo by e-mail to info@theposterclub.com with the subject "Office and Retail Manager".

Application deadline is August 1st, 2019.

Applications can be submitted in Danish or English.

Start date: September 2nd