



COLOUR ME MAD PVT LTD

Luxury under your Feet



Calling energetic and dynamic go-getters to become part of the Team CMM!

Colour Me Mad offers innovative, trendsetting footwear in bold and lively colours, blending aesthetics, quality and affordability. Our range of footwear has revolutionized the regional, national and international markets. Apart from our strong commercial presence in Mumbai (Head Office), we have an assertive retail presence across India, in Raipur, Chennai and Hyderabad. CMM is on an expansion spree and is looking for committed professionals on board.

JOB DESCRIPTION _ ADMIN & SALES COORDINATOR BASED IN MUMBAI

Responsible for end to end management of office administration and sales coordination. Must be capable of assuming holistic responsibility with attention to detail and alignment with mission.

DELIVERABLES

- Office administration, vendor management, logistics, event management
- Retailer relationship management and procuring fresh and repeat orders from existing and prospective retailers
- Furnishing weekly sales report to Management
- Follow-up for payments from retailers
- Administration and management of E-Commerce sales
- Client Relationship Management, popularizing new events and launches with client base and ensuring dispatch of orders received through various online and offline sources
- Attending to customer queries and gathering feedback from customers
- Based in Mumbai, reporting to CEO

DESIRED SKILLS

Graduate or Diploma in any discipline, added qualifications in administration and sales is preferable. Fluent articulation and communication skills in English and Hindi. Must be a self-starter, multi-tasking and must take ownership of deliverables assigned. Hours of work is 9AM to 6PM on weekdays and 9AM to 3PM on Saturdays. Additional working hours may be required as per the organizational needs.

COMPENSATION

Fixed Salary in the range of 18K to 25K per month, with variables upto 10K per month. Yearly performance appraisal with immense opportunities for career growth.

Interested candidates, mail your CV to Priya Rajesh at flipflop@colourmemad.com

7E, Apeejay House, 2nd floor, 3, Dinshaw Vacha Road, Churchgate, Mumbai-400020.

E: flipflop@colourmemad.com W: www.colourmemad.com T: 91-22-65660525