



MELISSA ANDRE BLOOMS, ACCOUNT MANAGER (LOS ANGELES)
FULLTIME POSITION (3 MO. CONTRACT)
OPTION FOR CONTRACT RENEWAL BASED ON PERFORMANCE

COMPENSATION: BASED ON EXPERIENCE
START DATE: IMMED.

THE ACCOUNT MANAGER FOR THE BLOOMS DEPARTMENT AT MELISSA ANDRE EVENTS INC. IS RESPONSIBLE FOR ALL ORGANIZATIONAL, SOURCING, MANAGEMENT, AND SOME ASSEMBLY OF THE MELISSA ANDRE BLOOMS FLORAL PROGRAM. THE ACCOUNT MANAGER WILL HAVE EXPERIENCE IN FLORAL PRODUCTION, A NETWORK OF VENDORS (FLORISTS, FARMERS, PROVIDERS, WHOLESALERS), AN EXTENSIVE KNOWLEDGE OF FLORAL VARIETALS AND DESIGN TECHNIQUES INCLUDING CLEANING THE FLOWERS, WIRING, ARRANGING, POTTING, BOUQUET MAKING, ETC. THE ACCOUNT MANAGER MUST HAVE EXTENSIVE EXPERIENCE CREATING CUSTOM VESSELS AND INSTALLS IN ORDER TO LEAD ALL SOURCING AND MANAGEMENT OF OUR VASE MANUFACTURERES, PLEXI MANUFACTURER, STATIONERS, PHOTOGRAPHERS, RIBBON WHOLESALERS, ETC. WHILE MOST WORK WILL TAKE PLACE BETWEEN 10AM – 6PM BETWEEN MONDAY AND FRIDAY, SOME EVENING AND WEEKEND WORK MAY BE NECESSARY DUE TO THE NATURE OF THE EVENT INDUSTRY.

RESPONSIBILITIES INCLUDE (BUT NOT LIMITED TO):

- CREATING COMPLETED BLOOM BOXES AND OTHER ARRANGEMENTS FOR GIFTING
- SOURCE AND MANAGE PLEXI VENDORS NATIONALLY (FIND NEW VENDORS AND NEGOTIATING RATES)
- PARTNERING WITH FLORISTS INTERNATIONALLY TO ONBOARD THEM AS MA BLOOMS DISTRIBUTORS
- CREATION OF ALL TRAINING DOCUMENTS WITH IMAGES AND VIDEOS FOR ALL MARKETS
- NEGOTIATING BEST POSSIBLE PRICING WITH ALL VENDORS – BOWS, LABELS, VELLUM, FLOWERS, PLEXI
- CREATE AND NEGOTIATE PARTNERSHIPS WITH COURIERS INTERNATIONALLY
- OPERATE BILLING SYSTEM AND FULLFILLMENT OF ALL ORDERS
- MANAGE ALL COURIERS AND CHANGES TO ORDERS, DELIVERY ADDRESSES, DAMAGES, ETC.
- ANSWER AND RETURN ALL TELEPHONE CALLS AND EMAILS RELATED TO OUR BLOOMS PROGRAM
- LAUNCH BRAND NEW MARKETS INTERNATIONALLY AND SHIP ALL NECESSARY ITEMS TO EACH MARKET
- NEGOTIATE SHIPPING FEES, PACK AND BUBBLE WRAP ALL PRODUCT CAREFULLY, ETC.
- ORGANIZE ALL BILLS, EXPENSES AND PAPERWORK RELATED TO THE BLOOMS PROGRAM
- PRODUCE PHOTOSHOOTS, SOURCE AND RETURN STYLING ITEMS TO ADVERTISE BLOOMS PROGRAM
- ESTABLISH PARTNERSHIPS WITH HOTEL CONCIERGES AND OTHER SALES AGENTS
- SOURCING, IDEATION, AND MANAGEMENT OF ADD-ON ITEMS TO SELL IN ADDITION TO BLOOMS
- LAUNCH NEW ARRANGEMENTS, PROGRAMS, AND IDEAS



DESIRED SKILLS AND EXPERIENCE:

- HIGHLY ORGANIZED AND DETAILED WITH THE ABILITY TO FOCUS ON OPERATIONAL AND ORGANIZATIONAL ISSUES
- STRONG WRITING AND COMMUNICATION SKILLS (PERFECT GRAMMAR)
- DEMONSTRATES A TRUE INTEREST IN OUR CLIENTS, THE COMPANY, OUR PARTNERS
- DEDICATED AND COMMITTED TO TOP QUALITY SERVICE AND THE BEST POSSIBLE CLIENT EXPERIENCE
- ABILITY TO MEET EXPECTED DEADLINES AND WORK IN A HIGH-PRESSURE ENVIRONMENT
- MUST HAVE ACCESS TO VEHICLE AND LAPTOP COMPUTER
- EXPERIENCE WITH PHOTOGRAPHY + PHOTOSHOP IS A HUGE ASSET

THE POSITION REQUIRES COMMITMENT AND ADHERENCE TO THE BRAND STANDARDS DEMONSTRATED BY MELISSA ANDRE EVENTS INC.

APPLICATION PROCESS

1. EMAIL RESUME AND COVER LETTER IN PDF. FORMAT TO JOBS@MELISSAANDRE.COM
2. INCLUDE PORTFOLIO SAMPLES, IMAGES OF WORK, AND OTHER VISUAL REFERENCES IN THE BODY OF THE EMAIL (NO LINKS TO WEBSITES – EMAIL ATTACHMENTS ONLY)
3. INCLUDE LINKS TO INSTAGRAM ACCOUNTS AND/OR BLOG (MUST BE PUBLIC)
4. INCLUDE NAME OF POSITION YOU ARE APPLYING FOR IN THE SUBJECT LINE OF YOUR EMAIL APPLICATION (MELISSA ANDRE BLOOMS, FLORAL PRODUCTION ACCOUNT MANAGER - LOS ANGELES)