



Associate Channel Manager

Kenney believes in our vision and values as strongly today as we did when we started our business over 100 years ago. We will continue to provide quality, fashion forward and innovative consumer products for the next 100 years. We will achieve this through our company values by which our employees exemplify incredible levels of dedication, integrity, collaboration, vision and creativity.

Job Summary

The Channel Administrator is the liaison, with various internal departments, on all account specific projects and presentations. Support Channel Manager with communications, sales analysis and collateral materials, as requested by Sales, to facilitate account management by tactically executing directives specific to account driven requirements, projects and product needs.

Responsibilities

- Daily distribution and log in of domestic account profiles to internal departments.
- Manage internally account drop SKUs (as directed by product and sales team) through the Sell Down Analysis (SDA) process.
- Assist sales with vendor portal population providing accurate and timely information to complete product assortment presentations for line reviews.
- Provide planogram sets as directed by product team assortments (Intactix software).
- Assist sales in vendor manual deployment throughout the organization.
- Assist with the support channel team of the bi-annual NYC market week preparations specific to all customers attending.
- Update monthly update of the Kenney Opportunity Buy List.
- Update monthly analysis of updated excess and obsolete data to share with E&O committee.
- Attend Conversion Meeting and send out recap notes to the team.
- Attend Forecast/Ship Date approval meeting to field any questions that could be asked.
- Attend E&O Committee meeting and update the slides associated to conversions/display.
- Administrative duties as delegated by Senior Channel Manager; Daily Hot List, Account folders for meeting preparation, meeting note taking and checklist publications, etc...

Competencies

- Works well in a fast paced environment
- Resourceful
- Analytical
- Organized
- Strong oral and written communication skills
- Ability to work in cross-functional teams
- Positive and enthusiastic
- Able to cultivate relationships

Qualifications

- Minimum of 2 years' experience in consumer products goods in a retail environment
- Excel, PowerPoint
- SAP experience preferred

Location

Warwick, RI

[APPLY TO HR@KENNEY.COM](mailto:HR@KENNEY.COM)