

# Paris Presents

INCORPORATED

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Bringing Beauty to Life

## POSITION SPECIFICATION

### Part-Time Administrative Clerk

#### COMPANY

Paris Presents Incorporated is an entrepreneurial, privately held / venture capital backed company that creates and distributes comprehensive brands of makeup and nail tools, bath and body liquids and accessories, and travel accessories. Their expertise includes both nationally distributed branded product lines and the development of “captive” brands, product lines individually created and managed for large retailers. This is a complex fashion business with a focus on high quality products at affordable prices developed through innovation and on-trend design. The company is over 50 years old with a very fast paced culture, has annual revenues of over \$175MM, and is growing rapidly. The senior management team comes from major CPG companies and has a strong success record of growing businesses. In 2014, the company was recognized by IRI/Boston Consulting Group as the fastest growing health and beauty company under \$1B. In 2016 the CEO, Patrick O’Brien, was named Ernest and Young Entrepreneur of the year for the Midwest region and the company was recognized on Inc’s top 5000 companies to work for 3 years in a row.

#### BRANDS

The company’s three core brands are EcoTools®, Real Techniques®, and Body Benefits by Body Image®. EcoTools is a leader in eco- conscious beauty products, most notably for incredibly soft cosmetic brushes but also offers a line of hair brushes and bath accessories. Body Benefits is the number one brand in bath accessories with distribution at key retailers such as Walmart. The brand offers a comprehensive assortment of netted bath sponges as well as all other bath accessories.

Since its launch in 2011, Real Techniques has dominated the masstige beauty industry with phenomenal products and expert advice from celebrity makeup artists and sisters Sam and Nic Chapman. Our inspiring education is creating newfound confidence in women globally, all at a click of a button. The brand is the number one makeup brush brand on YouTube, the leading share brand in the UK and one of the fastest growing brands in the U.S.

The company also offers retailer exclusive brands to round out our portfolio at key retailers like Walmart, Target, Walgreens and Boots (UK).

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## **SUMMARY**

Paris Presents Inc. is looking to fill a part-time Administrative Clerk position in Gurnee, IL. In addition to being organized and able to multitask, this role requires a go-getter with a positive work ethic and attitude and who is excited to work with the leading provider of innovative beauty products and personal care accessories that elevate the beauty experience for women.

## **SCHEDULE:**

Tuesday and Thursday 8:00AM-4:30PM

## **MAJOR RESPONSIBILITIES:**

- Mailing samples
- Label organize and prep samples for international and external laboratory and product testing
- Competitive research
- Building documents
- Sorting and delivering mail
- Assist in various other projects as needed.

## **POSITION REQUIREMENTS:**

- Great people skills including collaboration and teamwork.
- Organizational skills are a must.
- Excellent communication skills.
- Ability to multi-task.
- Keyboarding and windows environment PC skills required (Word, Excel and PowerPoint preferred).
- High school diploma or equivalent (GED) required.

## **PREFERRED QUALIFICATIONS**

- Willingness and availability to work additional hours if assigned