



Job Description – Sales & Operations Executive

Location: New York (US Office)
Reporting to: Director, US Subsidiary

Start date: April 1st, 2026

Role Overview

MB&F is seeking a passionate **High Watchmaking Sales & Operations Executive** to support the daily commercial and operational activities of its US showroom and office. This role is ideal for a true horology enthusiast who enjoys client interaction, sales development, and who wishes to progressively onboard administrative and operational responsibilities.

Although the office is not a street-facing boutique, the position operates very closely to a **Deputy Store Manager role**, with strong exposure to clients, sales follow-up, and business coordination.

Key Responsibilities

Sales & Client Relations

- Support client welcoming, presentations, and follow-up in a high-end, appointment-based environment
- Contribute to sales targets through proactive client engagement and CRM follow-up
- Assist in building and nurturing a local collector and client network with a high level of hospitality

Operations & Administration

- Support daily operations of the US office (orders, deliveries, after-sales coordination)
- Assist with administrative tasks: reporting, invoicing follow-up, logistics coordination
- Act as a key interface between sales, HQ teams, and local partners

Business Support

- Contribute to the overall organization and efficiency of the office
- Support the Director in day-to-day coordination and execution of commercial initiatives
- Gradually take on broader operational responsibilities as the role evolves

Profile

- Strong passion for fine and high watchmaking (essential)
- Sales-driven mindset with excellent interpersonal skills
- Organized, reliable, and eager to learn operational and administrative aspects
- First experience in luxury retail, watches, or high-end sales (essential)
- Ambitious profile seeking long-term career development within a high-end independent brand
- Work authorization in the US is required - no visa sponsorship available