

## **Retail Excellence Intern**

## **Company Background**

For over a century, the name Loro Piana has represented some of the most luxurious brands in the world. As a global company with offices and retail stores in world, we are among the leaders in manufacturing and distributions of the finest quality textiles, ready to wear, accessories and custom-made garments.

## Job Responsibilities

- Assist in the preparation, follow up of Learning initiatives and training programs
- Supporting the day-to-day tasks and requests coming to the Training Team
- Monitoring monthly newsletter for retail sales teams
- Monitoring the monthly styling reporting, e-learning trackers and NPS across our different regions while gathering stats that will feed analytics reports
- Basic translation for banners and other short articles on E-learning platform
- Support training coordination with external providers, including hotel venues and other service providers
- Perform miscellaneous admin work and other duties as assigned.

## Job Requirements

- Fast-learner, self-motivated, well-organized, able to work under pressure and good team player
- Proficiency in Microsoft Office especially Excel and PowerPoint
- Good command of English, Cantonese and Mandarin

Interested candidates please submit your resume to <u>hr.hk@loropiana.com</u>