Job Information

Post Title	Buying Assistant (Menswear)
Company Name	101 Media Lab Limited
Business Nature / Introduction	HYPEBEAST was launched in 2005 as an one-stop news source for internet savvy fashion enthusiasts and continues to inform and inspire trendsetters around the world. The growth of HYPEBEAST has seen its focus transcend from its initial roots to encompass all forms of fashion, arts, design and culture, including women's fashion and trend site POPBEE and HYPEBAE, the online destination for contemporary music. This makes HYPEBEAST a premier network and destination for cultural enthusiasts, tastemakers and influencers alike.
No. of Vacancy	1
Work Location	Hong Kong
Role / Responsibility	• Assist buying team in execute buying activities, stock planning, allocation, and reordering situations to meet company business objectives. • Assist Buyers in the purchase order management including order confirmation checking and inputting purchase orders into the system. • Assist Buyers in writing orders and loading them accurately and efficiently onto the system, and generating PO Numbers for suppliers. • Coordinate and assist the marketing team in all HBX marketing activities. • Coordinate with internal teams to ensure that all products are uploaded to site correctly. • Managing queries relating to warehouse delivery and invoice discrepancies. • Liaise with the styling team to ensure product is accurately depicted. • Taking ownership of the delivery schedule and communicating key dates internally. • Assist in market research for competitive merchandise assortments. • Prepare sales reports for buying activities and follow up on product quality issue handling. • Be the first point of contact for administrative support for the buying team. • Assist in other ad hoc duties and projects.
Requirements / Qualification	Preferred Qualifications: Research postgraduate/taught postgraduate/undergraduates graduates in the following field of study: • Design Other Requirements • Degree holder in Fashion, Fashion Design, Fashion Marketing or other related disciplines. • Working experience within a retail company is preferred. • Fresh graduates with passion and willing to learn are also welcomed. • Well spoken and articulate, excellent oral and written communication skills in both English and Chinese. • Proactive team player but able to work independently. • A fast learner and high attention to detail to ensure accuracy in work • Strong analytical sense, great with numbers and confident in using Microsoft Excel.

Application Method	https://jobs.lever.co/hypebeast/d1fbf855-9c53-4445-89b7-5362d5d80834 Please send the following documents: • Cover Letter • CV • ePortfolio
Application Deadline	23 August 2021