

ALDI Sourcing Asia Limited

Registration No.:1299005
Member of the ALDI South Group
18/F, Millennium City 6, 392 Kwun Tong Road,
Kwun Tong, Kowloon, Hong Kong
Tel: +852 3972 6700
Fax: +852 3107 0779
Website: www.aldi.com.hk
Email: info@aldi-sourcing.hk



ALDI Internship 2021 - 2022

Job Highlights

- Global German retailer
- Able to work for 2-3 days per week
- Final year undergraduate student in any discipline
- Provide administrative support to internal departments
- Full-time hiring priority will be given to potential candidates who completed the internship program

Intern Buying Specialist (Jan - Mar/Apr 2022)

Job Description

We invite now high caliber talent to apply for **Intern** to join our rapidly growing team in Hong Kong. This position supports product development and commercialization with a fast-paced successful team.

Responsibilities.

- Handle documents required for the international procurement of products e.g. item confirmations, tenders and supplier contracts
- Review the layout of packaging materials, user manuals, and assembly instructions in accordance with the international brand style guides and relevant guidelines
- Prepare product samples for presentation and management review
- Conduct market and competitor analysis
- Provide administrative support such as maintaining and updating timeline, tender schedule, supplier records and product portfolios in the system and different databases
- Support the team in other ad-hoc activities as required

Your Profile.

- Final year students studying in Procurement, Business Administration or other relevant disciplines
- Passionate in global retail market as well as in merchandising and sourcing industry
- Attentive to details; good analytical and organizational skills
- Good team player with good communications and interpersonal skills
- Self-motivated and responsible
- High level of computer literacy in MS Office
- Good command of both verbal and written business English and Mandarin
- Able to work 2-3 working days per week (Mon - Fri 9:00am - 6:00pm)
- **Application deadline: 15 December 2021**
- **Salary: HKD\$60 / Hours**

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Key Benefits of working at ALDI.

Being part of a pleasant, successful, growing business

- ALDI's business is expanding, same for the Hong Kong Office with lots of opportunities for growth and development.
- Pleasant working atmosphere where proactive communication, teamwork and collaboration is highly valued.

People Focused

- Structured, comprehensive orientation and on-the-job training.
- ALDI empowers our people allowing staff ownership of their areas of responsibilities.

Trust and Integrity

- **WE DO WHAT WE SAY** - for us there is no grey area, we have robust business processes, procedures and strong governance in place.
- We treat our staff members, customers, suppliers and service providers with trust and fairness as business partners.

How to apply

If you are interested in applying for the job, we look forward to receiving your full application in English, including salary expectation and possible starting date to Recruitment@aldi-services.hk or addressed to ALDI HR Dept, 18/F, Millennium City 6, 392 Kwun Tong Road Kwun Tong, Kowloon, Hong Kong.

ALDI is an Equal Opportunity employer. We are dedicated to create an equal opportunity throughout recruitment process and staff employment to build a diverse and inclusive workforce. We oppose all forms of unfair or unlawful discrimination in our selection process.

All personal data collected will be used for recruitment purposes only and be treated in strictest confidence and highest security level in accordance with Hong Kong Data (Privacy) Ordinance as well as ALDI internal Security Policy.

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