



JOB DESCRIPTION

COMPANY: Hermes Travel Retail Asia Pte Ltd
TITLE: Merchandising Assistant (Contract)
REPORTS TO: Merchandising Manager

General Role

Reports to Merchandising Manager for Travel Retail.

The Merchandising Assistant would be assisting the Merchandising manager to provide support in the buying sessions and also assist in sales analysis for the Travel Retail division.

Major responsibilities:

- Coordinate buying sessions
 - Prepare collection presentation materials
 - Organize meeting & order review schedule with Métiers & Stores
 - Master the order timeline to ensure order submission on time
 - Consolidate daily orders and summarize the OTB fulfillment
 - Cross check the updated quota and cancellation list
 - Prepare related reports or documents for order review
 - Coordinate with IT team to offer IT support to buyers
- Provide support on sales analysis and delivery reporting
- Perform other ad-hoc duties

Candidate profile

- Undergraduate or fresh university graduate, preferably in fashion or merchandising discipline. Highly interested in fashion retail merchandising.
- Independent, detail-minded and well-organized. Able to work under pressure.
- Proficient in Microsoft Office, particularly Excel and PowerPoint
- Good command of written and spoken English, Mandarin and Cantonese
- Available as part-time from April to May, and as a full time during summer (June – August) would be preferred

Link to Apply: <https://talents.hermes.com/en/opportunities/216249en-merchandising-assistant-contract/>

Application Period: 15 March 2022 to 8 April 2022