

# Lane Crawford

Position : Administrator, Beauty  
Reports to : Head of Beauty & Wellbeing  
Direct Reports : Nil  
Division/Dept : Central Buying Office / Beauty & Wellbeing

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*"To Own the Global Asian Luxury Customer"*

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## Job Purpose:

*"To assist the buying function to ensure efficient PO management, weekly sales reporting and operations follow up"*

## Key Accountabilities:

### Merchandise Management

- To support buying teams with Purchase Order creation and follow up according to Company guidelines*
- To work closely with warehouse and store teams to solve goods received problems*
- To follow up with online team on new items timely upload*
- To follow up on online stock level, alerting on OOS and slow movers*
- To update prices upon brand's request*
- To prepare reports on the sell through of agreed key items*

### Data Management & Admin

- To prepare and run reports for the Central Buying Office, including but not limited to monthly sales report, monthly ranking report, monthly online sales report, yearly productivity report and floorplan and counter movements.*
- To help organize monthly beauty monthly meetings, including but not limited to SNS meeting, BNW team sharing meeting, store visits, online meeting and marketing debrief*
- To set up all codes required to effectively manage the business, including vendor codes, department, etc*

## *Lane Crawford*

- To help in general admin tasks such as internal mail, expense claims consolidation and stationary orders
- Attend OBIEE and NEO enhancement meetings, providing insights for improvements and following up on changes implemented.

### Communication

- To communicate regularly with Warehouse, Store, Logistics and Merchandise Planning & Allocation team to ensure merchandise management is smooth and timely
- To handle brand enquiries and requests regarding merchandise promptly and efficiently to minimize any delay or disruption to the business
- To handle payment enquiries from vendors and work with Finance on payment issues

### Requirements:

- Strong Passion in fashion
- Higher Diploma/Degree in Textile/Fashion Design or related discipline
- Some relevant experience, preferably in the luxury industry
- Strong analytical, negotiation and communication skills
- Proactive, attentive to details and able to follow tight timeline
- Excellent command of written & spoken English & Chinese

### Additional Information:

- Working Period: Summer Intern, Jun to Sep 2022
- Working Hours: 3-5 days / week; 9:00 - 6:00
- Working Location: Wong Chuk Hang
- Salary: \$500 / day
- Application Method :
  - (email CV to [rosanayau@lanecrawford.com](mailto:rosanayau@lanecrawford.com) / [pinkyho@lanecrawford.com](mailto:pinkyho@lanecrawford.com))