

# *Lane Crawford*

*Position : Associate Merchandise Planner*

*Reports to : Assistant Merchandise Planning Manager*

*Division : Merchandise Planning & Allocation*

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*“To Be the Leading Light for the Global Luxury Customer”*

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## *Job Purpose:*

*Handle the merchandise allocation for assigned Business Units.*

## *Key Accountabilities:*

### *Merchandise Allocation*

- To handle the allocation of merchandise including issuing purchase order to replenishment and inventory reviews*
- To work with buying team and store teams to review styles and optimum qty of each store to drive maximum sales*
- To maintain auto-replenishment flow and fulfilment rate from external vendors*
- To fully understand the requirements of each market and brand to execute general inventory management to maximize sales and profitability*
- To create, run and maintain various weekly or monthly reports as required to support decision making*

- To support other allocators for duties of different Business Units (Menswear, Womenswear, Home & Lifestyle, or Beauty & Wellbeing). May change to other Business Units if needed.

### *Customer Focus*

- To build strong relationship with Sales & Service team, Merchandise Planning team, Central Buying office, and Warehouse and Logistic team, to ensure understanding of their needs
- To manage internal customer issues, complaints and feedback promptly and in professional manner

### 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 / pinkyho@lanecrawford.com)