

Lane Crawford

Position : Merchandise Coordinator

Reports to : Buying Manager

“To Own the Global Asian Luxury Customer”

Job Description

“To support the Central Buying team in all aspects of the buying process to bring in a selection of seasonal merchandise which ties in with the company’s strategic direction whilst maximizing the profit opportunities for the company”

Key Accountabilities:

- To manage all aspects of the buying process for the designated portfolio*
- To check all invoices thoroughly, maintain accurate data entry in PO system*
- To record merchandise details and complete product information in timely manner*
- To prepare buying reports for analysis, follow up orders and monitor stock levels*
- To communicate and work regularly with vendors, warehouse, store operations, logistics and sales*
- To provide administrative support to buying team*

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*

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- *Proactive, attentive to details and able to follow tight timeline*
- *Excellent command of written & spoken English & Chinese*

*Please send your application with resume to Miss Carol Chau
(email: carolchau@lanecrawford.com)*