

About the company



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A creator, artisan and seller of high-quality objects since 1837, Hermès is an independent, family-owned French house that employs more than 16,600 people worldwide. Driven by its permanent entrepreneurial spirit and consistently high standards, Hermès cultivates the freedom and autonomy of each individual through responsible management. The company perpetuates the transmission of exceptional know-how through strong territorial presence that respects people and nature, a source of exceptional materials. Sixteen artisanal métiers nurture the creativity of the house, whose collections are presented in over 300 stores around the world.

About the job

TITLE: Contract Retail Training & Communications Assistant (Part-time)

General Role

This position is responsible for the administration of Retail Training & Communication projects for the Travel Retail Asia team based in Hong Kong.

Major responsibilities:

- Coordinate all logistics arrangements (including local and overseas shipments) for window installations
- Administration and coordination of festive gifts and instore animations
- Coordination of different seminars, training programs and training record update
- Support and consolidate regular reports for the team
- Support the team for any ad-hoc projects related to Retail Training & Communications

Candidate profile

- Undergraduate or fresh university graduate, preferably in Business Administration, Marketing, or related discipline.
- Independent, detail-minded and well-organized. Able to work under pressure.
- Proactive. Able to develop and maintain collaborative relationships and foster teamwork with multiple levels/departments within the organization.
- Proficient in Microsoft Office, particularly Excel and PowerPoint
- Good command of written and spoken English, Mandarin and Cantonese
- Available to work full-time during summer (June – August) and Part-time after September would be preferred.

*Interested parties please apply via LinkedIn:

<https://www.linkedin.com/jobs/view/3617629213/?capColoOverride=true>