



**PR & Marketing Assistant – Contract**  
**Loro Piana (H.K.) Limited**

**Responsibilities:**

- Coordinate sample loan with media and PR agencies across South Asia (SA), and to arrange sample delivery accurately
- Manage the sample room inventory and maintain an organized condition
- Prepare PR materials and compile monthly coverage report to submit to HQ in a timely manner
- Assist team in various PR & marketing activations including seasonal press day, popup launch, retail marketing and CRM events, and ensure the deliverables are in line with brand standard.
- Responsible for creating PO in SAP system and work closely with Finance team to process payment to external vendors
- Update media database and contact list regularly
- Arrange birthday gifts to key celebrities, media and influencers
- Ad hoc projects as required to support the team administrative duties

**Requirements:**

- University graduate, degree in Marketing/Public Relations with relevant experience is a plus
- Immediate available and able to work at least 3 full days a week will be preferred (Exact working hours can be negotiable)
- Proficient knowledge of computer packages such as Excel, Word and PowerPoint.
- Passionate about luxury fashion industry. Good time management, detail-oriented and able to work independently
- Strong command in English, Cantonese and Mandarin.

Interested parties, please send your full resume with expected salary to [hr.hk@loropiana.com](mailto:hr.hk@loropiana.com)

(All personal data collected will be used for recruitment purpose only)