

Lane Crawford

Position : Styling Coordinator_Freelancer
Reports to : Senior Stylist
Direct Report : Nil
Division/Dept : Digital / Studio - Styling

“To Own the Global Asian Luxury Customer”

Job Purpose:

“To assist the Styling team within the studio environment, preparing weekly merchandise deliveries and supporting team where necessary”

Key Accountabilities:

In addition to following Lane Crawford’s policies and procedures, key accountabilities include, but are not limited to:

Styling Support

- To assist the Styling team with daily, targets from a e-com studio perspective
- To support the Styling team to work on set, follow house styling guidelines, flagging issue and consult with the line manager at all times.
- To support the Styling team to ensure product presentation and final execution is to the highest standard.
- To help collate creative materials to inspire and excite Styling team with relevance to buy strategy each season
- To work closely with copywriters and feedback any key details around merchandise
- To work closely on set with photographers and ensure all product data is communicated and shared accurately and efficiently over the shooting.
- To assist the Styling team with ad hoc projects if needed
- To liaise with inventory teams on stock discrepancies (Product Class, Damage) following correct channels at every stage.
- Keep track on the daily shooting target and ensuring all key products have been shot and pass to inventory team by every day-end.

Inventory Coordination and Support

- To ensure extreme attention to Studio inventory at all times, preparing stock carefully and efficiently for the team to work with on a daily basis

Lane Crawford

- To be fully aware of all studio inventory to support requests
- To work closely with the Studio Inventory team, Styling and Photography to streamline the flow of studio inventory to achieve efficiency and enable inventory tracking
- To maintain a tidy and organized working space at all times

Company Culture and Values

- To fully engage and live by the Lane Crawford Vision, Passion, Learning, Collaboration (PLC) Values, and deliver our Customer Service Promise at-all-times
- To build collaborative working relationships with your colleagues to ensure the achievement of the Company Business Plan, your department and individual objectives
- To reinforce Lane Crawford Heritage, Brand DNA and culture - through storytelling and sharing successes at every opportunity

Applications

- Interested candidates please send your application and CV to Keisha Ho keishaho@lanecrawford.com