

## Job Information

Post Title	Buying Coordinator
Company Name	Lululemon HK Limited
Business Nature / Introduction	<p>lululemon athletica (NASDAQ:LULU; TSX:LLL) is a yoga-inspired athletic apparel company that creates components for people to live long, healthy and fun lives.</p> <p>By producing products that help keep people active and stress free, lululemon believes that the world will be a better place.</p> <p>Setting the bar in technical fabrics and functional designs, lululemon works with yogis and athletes in local communities for continuous research and product feedback. For more information, visit <a href="http://www.lululemon.com">www.lululemon.com</a>.</p>
No. of Vacancy	1
Work Location	Hong Kong
Role / Responsibility	<ul style="list-style-type: none"> <li>• Reporting to the Buying team lead, you will support the buying team across all departments relating to product management – both pre-season and in season</li> <li>• You actively review and track all deliveries from vendors to stores including shipment tracking and POC updates</li> <li>• You live, breathe “right product, right stores, right time” You work closely with the DC to ensure WWMT and pricing is correct and accurate</li> <li>• You love product and are a point of contact for all sample management and invoice processing</li> <li>• You coordinate inventory across multiple channels and maintain the weekly product flow – updating flats and supporting flow updates for VM forum</li> <li>• You assist the team in preparing education for product calls and internal communications for stores</li> <li>• You are the expert in how to use the systems in the merchandise team to ensure integrity with pricing in stores and online</li> <li>• You support in running weekly reporting and seasonal tasks relating to the buy</li> <li>• You visit stores weekly to gather feedback on inventory levels and product performance</li> </ul>
Requirements / Qualification	<p>Preferred Qualifications: Research postgraduate/taught postgraduate graduates in the following field of study:</p> <ul style="list-style-type: none"> <li>• Retail and Marketing</li> </ul>
Target Commencement Date	As soon as possible
Application Method	<p>Please send the following document to <a href="mailto:lchak@lululemon.com">lchak@lululemon.com</a> :</p> <ul style="list-style-type: none"> <li>• CV</li> </ul>