

Job Information

Post Title	Buying Assistant
Company Name	101 Media Lab Limited
Business Nature / Introduction	<p>HYPEBEAST was launched in 2005 as an one-stop news source for internet savvy fashion enthusiasts and continues to inform and inspire trendsetters around the world.</p> <p>The growth of HYPEBEAST has seen its focus transcend from its initial roots to encompass all forms of fashion, arts, design and culture, including women's fashion and trend site POPBEE and HYPEBAE, the online destination for contemporary music.</p> <p>This makes HYPEBEAST a premier network and destination for cultural enthusiasts, tastemakers and influencers alike.</p>
No. of Vacancy	1
Work Location	Hong Kong
Role / Responsibility	<p>HBX store (previously known as HYPEBEAST Store) commenced business in May 2012, is a one-stop news source for internet savvy fashion enthusiasts and cultural tastemakers. HBX is the global e-commerce platform that targets male and female online shoppers between the age of 18 and 35, and primarily sells third-party branded clothing, shoes and accessories to customers.</p> <p>We are seeking a Buying Assistant to join our team! We are also open to fresh graduates with a true passion in trends and humble to learn. This position will primarily be responsible for menswear within our HBX team. We foster organic growth within our company, training will be given to talented individuals.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Monitor the performance of each brand, including the sell-through, stock control and replenishment. • Manage deliveries by liaising with suppliers, warehouse and the wider team to meet our internal targets. • Liaise with the styling team to ensure product is accurately depicted. • Support with administrative tasks and ad-hoc projects efficiently. • Coordinate and assist the Marketing Team in all HBX Marketing activities. • Execute OTB plan for seasonal brand assortment in order to meet the company's business objectives. • Provide comprehensive and efficient administrative support to the Buying team enabling them to maximize buying services. • Prepare sales analysis for buying activities. Coordinate with internal teams to ensure that all products are uploaded correctly.
Requirements / Qualification	<p>Preferred Qualifications:</p> <p>Undergraduates graduates in the following fields of study:</p> <ul style="list-style-type: none"> • Design • Intimate Apparel and Activewear • Knitwear Design and Technology • Retail and Marketing • Technology

	<p>Other Requirements</p> <ul style="list-style-type: none"> • Bachelor degree in a relevant discipline. • Fresh graduates with passion and willing to learn are welcomed. • Experience within a retail company is preferred. • Excellent oral and written communication skills in English. • Well spoken and articulate, with great communication skills in both oral and written. • Proactive team player but able to work independently. • A fast learner and high attention to detail to ensure accuracy in work • Strong analytical sense and confident in Microsoft Excel. • Candidates with more experience will be considered for Assistant Buyer
Salary/Allowance	\$16,000
Target Commencement Date	As soon as possible
Additional Information	Working hours: Monday to Friday, 9am - 6pm
Application Method	Please send the following document to leo.shum@101medialab.com : <ul style="list-style-type: none"> • CV
Application Deadline	17 June 2019