

## Job Information

Post Title	Contract Merchandise Executive (Lifestyle) (Full-time 6 Months Contract)
Company Name	Lane Crawford
Business Nature / Introduction	Luxury Retail
No. of Vacancy	1
Work Location	Hong Kong
Role / Responsibility	<ul style="list-style-type: none"> <li>• Prepare various detailed sales performance reports and provide administrative support to the buying team</li> <li>• Assist all aspects of buying trips preparations and follow up on order placement</li> <li>• To work closely with Warehouse and follow up on schedules to ensure timely and accurate delivery to stores</li> <li>• To support Merchandise Planning and Sales to maintain optimum levels of stock in system at all times to support promotion and events calendar</li> <li>• To perform other ad hoc tasks as requested</li> </ul>
Requirements / Qualification	<p>Preferred Qualifications: Undergraduate/Sub-degree graduates in the following fields of study:</p> <ul style="list-style-type: none"> <li>• Intimate Apparel and Activewear</li> <li>• Knitwear Design and Technology</li> <li>• Retail and Marketing</li> </ul> <p>Other Requirements</p> <ul style="list-style-type: none"> <li>• Degree holder in Fashion &amp; Textile or business discipline</li> <li>• With 1 year' experience in buying and merchandising, preferably in the retail industry</li> <li>• Have impeccable time management and communication skills</li> <li>• Strong analytical sense and able to work under pressure</li> <li>• Competent in Word and Excel (e.g. Pivot &amp; vlookup)</li> <li>• Passionate and interested in Lifestyle products</li> <li>• Fresh Graduates are welcome to apply</li> <li>• Immediately Available is preferred</li> </ul>
Target Commencement Date	As soon as possible
Application Method	<p>Please send the following document to <a href="mailto:asalee@lanecrawford.com">asalee@lanecrawford.com</a>:</p> <ul style="list-style-type: none"> <li>• CV</li> </ul>