

Job Information

Post Title	Merchandise Coordinator - Menswear
Company Name	Lane Crawford (HONG KONG) Limited
Business Nature / Introduction	Department Store
No. of Vacancy	1
Work Location	Hong Kong
Role / Responsibility	<p><i>Job Purpose</i> “To assist the buying function to ensure that the stores achieve their sales plans through efficient movement of stock”</p> <p><i>Merchandise Management</i></p> <ul style="list-style-type: none"> • To work closely with warehouse and follow up on schedules to ensure timely and accurate delivery to stores • To manage the merchandise to ensure that the right merchandise is in the right location at the right time • To chase for order confirmation • To prepare reports on the sell through of agreed key items and monitor stock levels • To maintain optimum levels of stock in system at-all-time to support the promotion and events calendar • To assist in stock reallocation around stores • To follow up with warehouse to ensure deliveries to stores are on schedule • To handle special orders promptly and efficiently to meet customers’ request. <p><i>Communication</i></p> <ul style="list-style-type: none"> • To communicate regularly with Warehouse, Store, Logistics and Merchandise • Planning & Allocation team to ensure merchandise management is smooth and timely • To handle store enquiries regarding merchandise promptly and efficiently to minimize any delay or disruption to the customer • To liaise with Warehouse, Store, Logistics and Merchandise <p><i>Data Management</i></p> <ul style="list-style-type: none"> • To accurately input data into the system in a timely manner for seasonal sales budgets and before merchandise arrives • To prepare and run reports for the Central Buying team to manage the business needs per the agreed timeline • To prepare bulletins for Stores alerting to stock returns, transfers and changes to sales information • To set up all codes required to effectively manage the business, including vendor codes, department, etc

Requirements / Qualification	<p>Preferred Qualifications: Undergraduate/sub-degree graduates in the following fields of study:</p> <ul style="list-style-type: none"> • Knitwear Design and Technology • Retail and Marketing <p>Other Requirements:</p> <ul style="list-style-type: none"> • Degree in Textile/Fashion Design or related discipline from reputable University • With 1 year' experience in buying and merchandising, preferably in the retail industry • Strong analytical and numerical skills, organized with attention to details • Team player who works well in a fast-paced organization able to meet deadlines and priorities • Excellent command of both spoken and written & spoken English & Chinese (i.e. Mandarin) • Fresh Graduates are welcome to apply
Target Commencement Date	As soon as possible
Application Method	<p>Please send the following document to asalee@lanecrawford.com:</p> <ul style="list-style-type: none"> • CV
Application Deadline	11 August 2019