

## Job Information

Post Title	Fabric Intern (3 months)
Company Name	Montaigne Hong Kong Limited
Business Nature / Introduction	<p>For Lacoste, Life is a Beautiful Sport! Since the very first polo was created in 1933, Lacoste relies on its authentic sportive roots to spring optimism and elegance on the world thanks to a unique and original lifestyle for women, men and children. With a vision to be the leading player in the premium casual wear market, the Crocodile brand is today present in 120 countries through a selective distribution network.</p> <p>Two Lacoste items are sold every second in the world. As an international group gathering 10,000 women and men, Lacoste offers a complete range of products: apparel, leather goods, fragrances, footwear, eyewear, home wear, watches and underwear, all of them being elaborated in the most qualitative, responsible and ethical way. In 2013, the brand garnered a turnover of 1.8 billion euros.</p> <p>For more information: <a href="http://www.lacoste.com">www.lacoste.com</a>.</p>
No. of Vacancy	1
Work Location	Hong Kong
Role / Responsibility	<ul style="list-style-type: none"> <li>• Handle general administration of Fabric/Color department, including organization of files and server, assist the team in sourcing and locating fabrics and developments in internal fabric archive</li> <li>• Follow up with suppliers for stock, prices and colour cards, etc.</li> <li>• Monitor supplier's delivery schedule to make sure the materials are received on time</li> <li>• Maintain accurate fabric information in online platform and internal database</li> <li>• Support the creation of swatch packs and fabric books for design, development, press, sales and production purposes</li> <li>• Assist in ad hoc tasks as assigned</li> </ul>
Requirements / Qualification	<p>Preferred Qualifications:</p> <p>Undergraduates graduates in the following field of study:</p> <ul style="list-style-type: none"> <li>• Textile</li> </ul> <p>Other Requirements</p> <ul style="list-style-type: none"> <li>• Year 3 or Year 4 university student with major in Textile or related disciplines</li> <li>• Good knowledge of textile is essential</li> <li>• Excellent communication and interpersonal skills</li> <li>• Well organized, quick learner and able to multitask</li> <li>• Proficient in MS Word and Excel</li> <li>• Good command of written and spoken English and Chinese</li> </ul>
Target Commencement Date	June
Application Method	<p>Please send the following documents to <a href="mailto:HKRecruitment@lacoste.com">HKRecruitment@lacoste.com</a>:</p> <ul style="list-style-type: none"> <li>• Cover Letter</li> <li>• CV</li> </ul>
Application Deadline	26 June 2019

*\* This part-time job opportunity will be counted towards WIE only if student has worked for 120 hours or more.*

**Note on Minimum Wage Ordinance**

Please note that statutory minimum wage does not apply to student interns as well as work experience students during a period of exempt student employment. Please refer to the [Notes for Student Employees and Employers at the Labour Department](#).

If you want to accept a job paid below the statutory minimum wage (including no-pay internship), please send a written request to [tcwie@polyu.edu.hk](mailto:tcwie@polyu.edu.hk) for issuance of the corresponding document.