

Job Information

Post Title	Event Operations Intern (Part-time contract – 6 months)
Company Name	OnTheList
Business Nature / Introduction	<p>Founded through their shared passion for fashion, Delphine Lefay and Diego Dultzin Lacoste launched OnTheList in 2016 with the aim of offering the best shopping experience for everyone in Hong Kong.</p> <p>In September 2018, OnTheList expanded to the shores of Singapore and subsequently to Taipei in early 2019. OnTheList is a pioneering concept of Members-Only Flash Sales, offering members exclusive access to luxury brands at discounted prices, for a limited number of days. Members are Invited by an e-mailed QR code to a specific location for the 3 or 4 day event.</p> <p>OnTheList offers brands a sustainable option to clear past-season merchandise; turning old inventory into opportunity whilst simultaneously paving an additional channel to a wider consumer market.</p> <p>Working directly with over 300 brands or their official distributors, OnTheList offers its members authentic and quality products with the promise of being the best deal in town.</p> <p>Great deals combined with attractive brands allow OnTheList to provide the ultimate omni-channel shopping experience for their members, both in store and through their online platform. Just remember - the flash sales last for a limited time only, so make sure you're OnTheList!</p>
No. of Vacancy	2
Work Location	Hong Kong
Role / Responsibility	<p>You are passionate about retail and you are ready to set up in a demanding and rewarding work environment. Being part of the floor team, you will ensure timely operations deliveries for all OnTheList Flash Sales. Take a closer look at what the job entails</p> <ul style="list-style-type: none"> • Support the full time floor team on operational execution, to make sure all Flash Sales events go as smoothly as possible and are executed according to planning (set up, delivery, inventory, repacking, premium events) and help the team to implement innovative store initiatives. • Ensure to deliver exceptional customer service to boost sales and member experience, as well as an impeccable image for our Brands with appealing visual merchandising and a neat clean store environment at all times. • Take responsibility for your projects; sharing responsibilities, communicating clearly, setting deadlines and demonstrating results. • Join the weekly meeting with the office team and our co-founders to share recommendations and get a great understanding of our business operations. • Assist our Operation Team on all the events.

Requirements / Qualification	<p>Preferred Qualifications: Undergraduates/sub-degree 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> <p>Knowledge, Experience and Capabilities</p> <ul style="list-style-type: none"> • High-energy self-starter with a relentless, entrepreneurial work ethic • Exceptionally organised, with time management and multitasking skills • Flexible and able to work across departments, quickly switching between tasks • Excellent English communication skills (written and verbal), extremely clear, tactful and timely • Good understanding and interest in start-ups <p>Qualifications</p> <ul style="list-style-type: none"> • Currently enrolled in a Bachelor or Master's degree of one of the top leading universities or business schools • Excellent written and spoken English & Cantonese, and ideally Mandarin <p>Share & Live Our Core Values: Operational Expertise, Growth, Sense of purpose, Great People</p>
Target Commencement Date	As soon as possible
Application Method	<p>Please send the following documents to ceci@onthelist.asia :</p> <ul style="list-style-type: none"> • Cover Letter • CV • ePortfolio
Application Deadline	31 October 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 for issuance of the corresponding document.