

Project Assistant (internship)

Job description:

This role is mainly to help the brand country manager to develop several brands in the Chinese market especially at the current beginning stage. There are large possibilities to be hired after the internship if the performance is good. This is an interesting opportunity for those who would like to develop in mkt & research area in the future and a chance to have a full picture of the business from scratch.

brand website: <https://www.alexandre-turpault.com/fr/>; <http://www.ninariccimaison.com/en/>

1. Key accounts maintain and develop
 - Help to build up brand & product pitch to different clients, follow-up different requirements
 - Maintain daily operation with Chinese clients
 - Help to develop sales report & analyze the figures
2. Mkt
 - Online:
 - ✓ participate in the digital project, assist in the coordination
 - ✓ help to organize and provide different digital assets to different stakeholders
 - Offline: coordinate with the event organizer, prepare merchandising materials, vendors...
3. Research & analyze
 - Competitor watch through both online and offline monitoring
 - Industry research including consumer behavior trend, best practice in the luxury industry
 - Analyze product structure, sales performance by different channels and markets
4. Logistic
 - Participate in the coordination between different stakeholders: vendors, French headquarters..
5. Office management:
 - Daily operation: payment settlement, contract, coordination...
 - Meeting arrangement, doc preparation...

Skills requirement:

- Native Chinese candidate, English speaking, French will be a plus
- Good PPT and Excel skills
- Hardworking and a “can do” attitude
- Have passion for luxury consumer goods

Company profile:

- We are a French family company focusing in luxury home linen category with several different brands. In Europe, we are present in all the famous department stores. In the worldwide, our brands have been present in more than 40 countries.
- We just arrived in China and would like to develop our business in Chinese market.

Working Location:

- Jing An temple, Shanghai, CCIFC office (法国工商会办公室)

Salary:

- 120 RMB/day (gross), can be transferred to employee contract after the intern

Contact:

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