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| 포지션 | PRADAKorea Retail Team - Store Operation 인턴사원 |
| 채용 인원 | 1명 |
| 업무 내용 | *To guarantee the operating support and to coordinate the operating activities related to the Prada & Miumiu Stores in Korea,according to the Corporate guidelines and procedures.*    **Responsibilities**  **Store packaging and stationary management**           Collect monthly order of Packaging & Stationary from stores, and review whether the qty is reasonable.           Assist to monitor the proper stock management of all materials in SAP.           Create POs when necessary.  **Inventory management**           Assist to consolidate the inventory stock report regularly, including Cycle Count Report and Stolen Report.           Assist to monitor all stock movement in SAP and communicate with stores for any correction on wrong operation.           Assist to monitor store stock location status regularly, and report to Store Operation Manager any un-regular issues.           Assist to monitor stock in transit to ensure prompt GR operation in stores.  **Uniform Management**           Assist to monitor the data accuracy of uniform size information in system.           Assist to communicate seasonal uniform guideline to stores.           Assist to control the uniform requirement from stores and fulfill the needs through internal coordination or extra order to HQ.           Coordinate with Logistics team on uniform shipment/transfer, ensure uniform season logistics control.           Assist to monitor the stock status of uniforms in stores and warehouse.           Place the order of lipsticks socks and stocking regularly.           Consolidate pictures and information of SM uniform proposal for HQ approval.  **New Store Opening**           Assist to place store Packaging & Stationery order to the HQ for new store opening.           Assist to purchase necessary equipment locally for new store.           Update the new store information in system. |
| 지원 자격 |  Relevant BA Degree   Good Communication Skill   Good in MS Office: Especially Excel and Power Point   Good English Communication skill in writing |
| 근무 장소 | 서울시 강남구 청담동 |
| 제출 서류 | 국/영문 이력서 및 자기소개서 (1개의 MS word 파일로 작성) |
| 지원 방법 | 메일 접수[recruiting.seoul@prada.com](mailto:recruiting.seoul@prada.com) (지원시 제목에 “MiuMiu MD 인턴 지원”임을 명시 바랍니다) |
| 지원 마감 | 11월 18일 (접수순으로 진행되므로 빠른 지원 바랍니다) |
| 기타 | 면접은 서류전형 합격자에 한해 개별통지 합니다.  국가보훈대상자와 신체장애자는 관련서류 제출시 관계법에 따라 우대함.  남자는 병역필 또는 면제자로 해외출장에 결격사유가 없는 자.  모든 서류는 반드시 MS Word로 작성하기 바랍니다.  입사지원서 내용에 허위사실이 판명될 경우 입사가 취소될 수 있습니다.  기타 문의사항은 반드시 E-mail로 문의바랍니다. |