

Assistant Collection Manager

Location: Guangzhou

Sector: Luxury Fashion & Jewelry

Reporting to: Collection Management Director

Job Reference: CDS2026017

ABOUT THE COMPANY

Founded in the 1980s, this company is a leading international contemporary fashion jewelry brand.

MISSION

As a key member of the Collection Management team and direct support to the Director, you will coordinate communication, priorities, and operations across a global luxury business present in over 30 countries, acting as a key liaison between departments and top management.

RESPONSIBILITIES

Cross-Functional Coordination

- Coordinate with **R&D, Creation and buying teams** for jewelry, displays and accessories development.
- Manage sourcing, data validation, product descriptions and price reviews.
- Oversee ordering and collaborate with supply chain to ensure global product launch.

Visual Merchandising (VM) & Brand Identity

- Support VM team to build global visual merchandising guidelines.
- Design showcases for new product launches and seasonal/festive themes.
- Handle daily management and organization of the showroom.

Data Analysis & Strategic Tracking

- Analyze product costs, purchase costs and global sales performance.
- Track cross-regional and cross-functional strategic initiatives led by senior management.
- Monitor product lifecycle data to optimize store inventory and global execution.

REQUIREMENTS

- **Experience:** Minimum of 3+ years of working experience in the fashion, luxury, or beauty industry.
- **Languages (Mandatory):** **Fluent Mandarin, French and English (both written and spoken)** are required to ensure seamless communication with top management and various departments.
- **Technical Skills:**

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- Proficiency in Adobe Creative Suite (Illustrator, Photoshop) or other visual design tools
- Proficiency in Microsoft Office with a strong command of excel for data analysis
- **Soft Skills & Profile:**
 - Brand Spirit: Passionate and positive.
 - Operational Rigor: Detail-oriented, organized, skilled in data management and cost analysis.
 - Professionalism: Discreet, able to prioritize in a fast-paced global luxury environment.
 - Communication: Strong cross-functional and cross-cultural communication skills.

APPLICATION

Please send your resume and your motivation letter to:

sc-recruitment@ccifc.org

Mail subject: Your name | Job title - location [Job reference]

Ex. Your name | Assistant Collection Manager – Guangzhou [CDS2026017]

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