

## Retail Coordinator Asia

### Company

Since 1993, our company client has been creating her high-end women's ready-to-wear collections by offering a real lifestyle thanks to a complete wardrobe around the shirt, accompanied by a line of accessories. The brand defines its client as a woman who assumes, dares and expresses the different facets of her personality with elegance and a pronounced taste for the style and quality of the materials worn.

Today, the company has 350 employees worldwide and offers its products in 60 stores spread over three zones: United States, Europe and Asia where we have 6 stores and expanding.

The teams pay constant attention to the quality and details found in their products, the differentiating experience offered to shoppers and the selection and support of employees. The company is nowadays wishing to develop the notoriety and the visibility of its brand while preserving its artisanal know-how around the embroidery and the lace which are made on the site in France where the workshops are located.

Employees are encouraged to be proactive and to develop in their position in a climate of trust that encourages responsibility, autonomy and versatility.

The familial corporate culture of the brand is also based on strong values: simplicity, proximity and demand at all levels of the company. Values that allow today's employees to flourish in their work, to promote mutual help and benevolence and to be engaged daily.

Location based in Shanghai

Reporting line to Retail Director of Asia

### Responsibility

- Prepare the boards for performances and targets / fill the performances follow up
- Organize files, paperwork and reports to be easily accessed as needed
- Create, maintain and distribute a department project tracker to ensure all initiatives are completed in a timely manner
- Manage travel arrangements and related expense reports
- Answer and screen call in a professional and friendly manner
- Keep office clean and organized
- Provide support and assistance to other team members as needed
- Assist with miscellaneous office related errands
- Follow up thru the check list for opening of new stores
- Follow up on HR
- Translate the training tools / guidelines/ conference call
- Collaboration with marketing / CRM team
- Follow up on e-commerce vendors
- Event follow up in coordination
- Uphold strict level of confidentiality

## Requirement

Demonstrated ability to maintain a high level of professionalism and confidentiality. Strong functional line of reporting with Retail Director

- Excellent verbal & written communication skills
- Excellent organizational skills
- Has the ability to problem-solve, be forward thinking and anticipate needs
- Proactive and flexible
- Must be able to multitask
- Must be detail oriented
- Able to work in fast-paced environment
- Proficient in MS Office (Word, Excel, PowerPoint)
- Mandarin native speaker
- Fluent in English

***Please send your resume to: [sh-recruitment@ccifc.org](mailto:sh-recruitment@ccifc.org)***