



Logistics Intern

Hermès Asia Pacific Limited

Department: Logistics

Reports to: Logistics Director

Position Overview

The HERMÈS WORK IMMERSION PROGRAM offers students and recent graduates a unique opportunity to gain hands-on experience in logistics and supply chain management within the luxury retail industry. Intern will work closely with the Logistics and Supply Chain teams to assist in various projects and daily tasks, ensuring the efficient flow of goods and services while maintaining high standards of quality and customer satisfaction.

This 9-month program is designed to cultivate future leaders by integrating practical learning with meaningful responsibilities, while providing a deep understanding of Hermès' operational excellence and supply chain best practices.

Responsibilities

- Generate shipping instructions and pre-advice for shipments after inspections and provide internal stakeholders with weekly updates on shipment status
- Handle the creation of essential shipping documents, such as invoices, packing lists, certificates of origin, and CITES documentation
- Monitor inventory levels and maintain records of all outgoing and incoming shipments
- Collaborate with team members to meet daily operational goals and deadlines
- Provide support for various miscellaneous projects

Requirements

- Currently enrolled in or a recent graduate of a bachelor's degree in Logistics, or a related discipline
- Proficiency in Microsoft Office (Excel, Word & PowerPoint)
- Good command of both written and spoken English, Cantonese and Mandarin
- Available to work as an intern for 2-3 full days per week (falls into Mon - Fri)