

wise 匯菁

Part-time After Sales Intern (6-month contract) Kering

About Kering

A global Luxury group, Kering manages the development of a series of renowned Houses in Fashion, Leather Goods, Jewelry: Gucci, Saint Laurent, Bottega Veneta, Balenciaga, Alexander McQueen, Brioni, Boucheron, Pomellato, DoDo, Qeelin, Ginori 1735 as well as Kering Eyewear and Kering Beauté. By placing creativity at the heart of its strategy, Kering enables its Houses to set new limits in terms of their creative expression while crafting tomorrow's Luxury in a sustainable and responsible way. We capture these beliefs in our signature: "Empowering Imagination".

Start Date: Immediately Available

Location: Kwai Hing Hensey Industrial Building

Responsibilities:

Report to the After Sales Manager, this role is to assist the team to provide administrative support.

- Update and maintain excel log sheet
- Stock transfer and shipment
- DHL booking
- Manage analyst report
- Stock management (photo taking, stock taking & excel update)

Requirements

- Open to Higher Diploma or University students from all academic disciplines
- **Able to work 3-4 days per week**
- Good knowledge of MS Office, MS Excel, Word Processing
- Good command of both spoken and written English and Cantonese
- Strong attention to detail and accuracy