



Calvin Klein

TOMMY HILFINGER

HERITAGE BRANDS

Intern Requisition and Position Description Form

Position Description

At PVH, we look for innovative, driven and talented students who share our drive for excellence.

CRM Intern:

What's the role: (Primary responsibility/ Accountabilities of the job)

- Take part in CRM project
- Analyze consumer insight and share actionable insights
- Assist in data analysis and report generation
- Engage in market research on loyalty programs and social CRM projects
- Provide administrative support for related tasks

Who you'll learn from: (Team structure, team hierarchy, team culture, team diversity etc.)

- Collaborate with CRM team and relevant parties

What we look for:

- **Education:** • students from Data Science MSc or Master of Arts in Quantitative Analysis for Business or BBA in Business Analysis
- **Experience:** • Final year students
- **Skills:**
- Knowledge in Excel system and PowerPoint system
- Fluency in English, Cantonese and Mandarin

Key Competencies:

Creativity: Must possess high degree of fashion aesthetic; interest in trends, lifestyles, competitors and media. Support introduction of new ideas. Can work within the creative process effectively, and support bring ideas to realization.

Teamwork: Builds good working relationships; collaborates toward deadlines and deliverables. Able to communicate effectively across the team and organization; effectively works at long distances.

Organizing: Works according to defined schedules and deadlines; takes direction well and able to work with high accountability; manages own work and tracks progress. Seeks out resources to get things done; able to multi-task and adapt to changing priorities.

Environment: Ability to work in fast-paced, team-oriented setting



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Summer Internship period starts from Jun – Aug 2019



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HR Intern:

What's the role: (Primary responsibility/ Accountabilities of the job)

- Provide HR administrative support in various HR initiatives
- Filing documents into individual employee files
- Support data entry and ensure accuracy
- Assist HR Business Partner in HR-related projects
- Support of other HR Functions as assigned

Who you'll learn from: (Team structure, team hierarchy, team culture, team diversity etc.)

- Mainly collaborate with HR team and other relevant parties
- Meanwhile, you will be working in an organization that encourages an entrepreneurial mindset, employees that are driven, solution oriented and value a collaborative culture

What we look for:

- **Education:** Currently pursuing a Bachelor's degree in HR, Business, or other HR related major
- **Experience:** Basic knowledge of the Human Resources function
- **Skills:**
- Ability to work in fast paced, dynamic and evolving work environment
- Excellent time management, organizational and problem solving skills. Ability to multi-task with accuracy and effectiveness, managing unexpected work related changes
- Ability to handle confidential and sensitive information in a responsible way
- Strong PC skills including MS Office applications (Outlook, Excel, Word, PowerPoint). Ability to learn other IT systems rapidly

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Merchandising Intern:

What's the role: (Primary responsibility/ Accountabilities of the job)

- Assist Merchandiser in day to day operations
- Prepare reports and ensure the data are accurate
- Manage sample flow and communication throughout the season
- Creating binders/boards for presentations
- Assisting in prepping for important meetings such as roll-outs, hindsight & buy presentations
- Provide clerical support and data entry for the department
- Work closely with Merchandising team, design team, sourcing team, VM team and marketing team
- Perform any other duties as assigned by the manager

Who you'll learn from: (Team structure, team hierarchy, team culture, team diversity etc.)

- Merchandising team: Men's and Women's merchandising team
- Supporting merchandising team for tasks with exposure to work with design team, sourcing, VM and marketing teams

What we look for:

- **Education:**
 - Undergraduate degree in Merchandising/ Fashion/ Marketing
 - Prefer third year/ final year students
- **Experience:**
 - Experience in the retail industry is preferable
- **Skills:**
 - Knowledge in Excel system/ Power Point system/ Garment Knowledge/ Database Skill
 - Fluency in English, Cantonese and Mandarin
 - Able to work in a dynamic, multi-task and fast paced environment
 - Good personality, responsible, detail-minded, able to work under pressure

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Teamwork: Builds good working relationships; collaborates toward deadlines and deliverables. Able to communicate effectively across the team and organization; effectively works at long distances.

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PR Intern

What's the role: (Primary responsibility/ Accountabilities of the job)

- Assist in execution of events and campaigns
- Assist in daily communications with third parties including local markets and vendors
- Manage Jeans, Underwear and Performance sample rotation system for APAC region
- Handle logistic arrangement for regional media sample loan requests
- Perform research and market analysis activities
- Monitor the library of weekly best clippings and report compilation
- Build and update media lists and database
- Provide administrative and editorial support to the team

Who you'll learn from: (Team structure, team hierarchy, team culture, team diversity etc.)
A dynamic team with extensive regional PR experience in the field of fashion.

What we look for:

- **Education:** Undergraduate students preferable in Communications, Public Relations, Marketing, Translation or relative discipline.
- **Skills:**
 - Strong communication and interpersonal skills
 - Hard-working individuals with passion for fashion and social media
 - Quick learner with ability to work effectively and independently to complete the job under time constraints
 - Attention to details, well organized, outgoing and systematic.
 - Take high initiative towards problems and willing to take new challenges
 - Proficiency in both written and spoken English, Mandarin and Cantonese

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Strategic Procurement Intern:

What's the role: (Primary responsibility/ Accountabilities of the job)

- Support in Indirect Spend/Vendor Analysis and Store investment deep dive project
- Participate in Procurement systems and process improvement initiatives
- Assist in spend/vendor analysis, mainly on store investment, to establish a good ground for driving the Procurement strategies on specific categories
- Support reporting needs for supplier contract and spend activity
- Help the Strategic Procurement team in operational and administrative aspects of Procurement

Who you'll learn from: (Team structure, team hierarchy, team culture, team diversity etc.)

The intern will be working with the Procurement team in Hong Kong on the how to study and interpret spend data, and understand the retail store build investment categories. He/She may also work with different store design team in the region for data collections and performing analysis.

What we look for:

- **Education:** University student in Supply Chain Management or other relevant Procurement/ Supply Chain related subject
- **Skills:**
 - Good in number and data analysis
 - Effective communication with different stakeholders in data collection and work
 - Proficiency in Microsoft Word, Excel & Powerpoint
 - Fluency in English, Cantonese and Mandarin

Key Competencies:

Creativity: Be creative show proactiveness on how to make the task being completed and have curiosity in understanding on how a corporate procurement works.

Teamwork: Builds good working relationships with relevant stakeholders, i.e. procurement team, store design team and also finance team in different countries in data collection and performing analysis



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Organizing: Perform the deliverables according to timeline and be accountability on running the project. Be proactive in the task execution and willing to seek support and solution sif facing challenges.

Environment: Ability to work independently on execution of project and communication with different stakeholders in the region

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Buying Intern

What's the role: (Primary responsibility/ Accountabilities of the job)

- To understand and compare the different brands with their competitors in terms of products, pricing, marketing, target customers, online- offline strategies.
- To assist and set up order master and product training (in order to understand the product)
- To create a comprehensive price analysis between competitors
- On-line/ offline research about competitors
- Third-party goods handling
- Assist in ad-hoc project assigned by direct supervisor

Who you'll learn from: (Team structure, team hierarchy, team culture, team diversity etc.)

- Buying team

What we look for:

- **Education:** Student from Fashion retail related discipline.
- **Skills:**
- Strong communication skills
- Excellent Excel skills
- Fluency in English, Cantonese and Mandarin

Key Competencies:

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Teamwork: Builds good working relationships; collaborates toward deadlines and deliverables. Able to communicate effectively across the team and organization; effectively works at long distances.

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VM Intern:

What's the role: (Primary responsibility/ Accountabilities of the job)

- Mainly focus on CKJ/ CKU/ CKP in store VM issues.
- Involve in tasks related to in store VM (eg. product zoning/ in store display /guideline and report preparation/ etc.).
- Gain practical experience from store visit and in store remerch with the team.
- Assist in administrative duties if required

Who you'll learn from: (Team structure, team hierarchy, team culture, team diversity etc.)

- Work with in store VM team managers.
- Collaborate with procurement and training team from our own Department to provide insight.
- As a member of regional VM team, also need to work with different markets to understand the local needs and provide support to their enquiry.

What we look for:

- **Education:** University graduate in Fashion retail/ Design related will be preferred
- **Skills:**
 - Experience in Photoshop and AI.
 - Fluency in English, Cantonese and Mandarin

Key Competencies:

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eCommerce Intern:

What's the role: (Primary responsibility/ Accountabilities of the job)

- Strong focus on supporting the best eCommerce customer experience includes but not limited to, website experience, checkout, delivery time, after-sales service, customer service, return & refund.
- Assist on generating reports and creating powerpoint presentation
- Help with writing engaging and sales-driven product copy
- Organize marketing materials for website updates
- Constantly improving processes (new product listing and activity plan)

Who you'll learn from: (Team structure, team hierarchy, team culture, team diversity etc.)

The whole eCom team, from marketing to merchandizing to customer service, from traffic to conversion to return.

What we look for:

- **Education:** Major in e-Commerce / BBA or related fields
- **Skills:**
- Passionate in fashion online retail
- Strong excel & powerpoint skills.
- Fluency in English, Cantonese and Mandarin
- Open & proactive_

Key Competencies:

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Marketing and Communication Intern:

What's the role: (Primary responsibility/ Accountabilities of the job)

- Collaborate with cross-functional teams to develop marketing content and increase brand awareness
- Assist with social media strategy to drive engagement and increase reach; creating and posting daily updates to various channels
- Conduct research and competitive analysis on brands, categories and prospects
- Consolidation of marketing works with focus on social & media reporting
- Support team-wide marketing programs and administration

Who you'll learn from: (Team structure, team hierarchy, team culture, team diversity etc.)

- Marketing and communication team

What we look for:

- **Education:** University graduate in Business Administration, marketing communication related.
- **Experience:** <Example: At least x years hands-on experience xxx, preferably in the retail industry.>
- **Skills:**
- Experience in digital marketing and knowledge in social platforms.
- Strong office skills.
- Excellent interpersonal skills
- Fluency in English, Cantonese and Mandarin

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Creativity: Must possess high degree of fashion aesthetic; interest in trends, lifestyles, competitors and media. Support introduction of new ideas. Can work within the creative process effectively, and support bring ideas to realization.

Teamwork:

Team work player. Builds good working relationships; collaborates toward deadlines and deliverables. Able to communicate effectively across the team and organization; effectively works at long distances.



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Organizing: Works according to defined schedules and deadlines; Able to do multitasking work and prioritize with well-organized skills. Takes direction well and able to work with high accountability; manages own work and tracks progress. Seeks out resources to get things done; able to multi-task and adapt to changing priorities.

Environment: Ability to work in fast-paced, team-oriented setting. Lead time sensitive.

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Store Development Intern:

What's the role: (Primary responsibility/ Accountabilities of the job)

- New concept execution preparation
- Support in presentation materials creation, development & production
- Assist in preparation of conducting research on how digital elements influence sales and consumer behavior in retail store environment
- Build/organize digital library to streamline everyday production
- Provide clerical/administrative and project assistance to the Store Development team

Who you'll learn from: (Team structure, team hierarchy, team culture, team diversity etc.)

- Store Development team

What we look for:

Education: University graduate in Architecture/Interior design/Construction management

Experience: 2+ years of relevant experience is preferred

Skills:

- Proficient in design software (Adobe Suite, SketchUp, AutoCAD)
- Good at Microsoft Word and Excel

Key Competencies:

Creativity:

Must possess high degree of fashion aesthetic

Interest in trends, lifestyles, competitors and media

Support introduction of new ideas

Able to work within the creative process effectively and support to bring ideas to realization

Teamwork:

Build good working relationships

Collaborate toward deadlines and deliverables

Able to communicate effectively across the team and organization

Effectively works at long distances

Excellent interpersonal, problem solving and communication skills

Responsible, detail-oriented, proactive, independent and willing to learn

Organizing:

Work according to defined schedules and deadlines

Take direction well and able to work with high accountability

Manage own work and tracks progress



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Seek resources to get things done
Able to multi-task and adapt to changing priorities

Environment:

Ability to work in fast-paced, team-oriented setting

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Store Planning Intern:

What's the role: (Primary responsibility/ Accountabilities of the job)

- Create and support with presentation materials/concept manual and guidelines
- Conduct research on consumer behavior in CK stores in Asia
- Conduct research on how digital elements influences sales and consumer behavior in CK store environment and explore ideas for "Store of the future"
- Conduct research on innovative store concept ideas that related to concrete concept and establish library for store concept inspiration
- Build/organize digital library to streamline everyday production
- Provide clerical/administrative and project assistance to Store Planning

Who you'll learn from: (Team structure, team hierarchy, team culture, team diversity etc.)
Store Planning team

What we look for:

Education: University students in Interior Design/Architecture

Experience: Relevant experience in interior design/architecture is preferred

Skills:

- Proficient in design software (Adobe Suite, SketchUp and AutoCAD)
- Good at Microsoft Word and Excel

Key Competencies:

Creativity:

Must possess high degree of fashion aesthetic

Interest in trends, lifestyles, competitors and media

Support introduction of new ideas

Able to work within the creative process effectively and support in bringing ideas to realization

Teamwork:

Build good working relationships

Collaborate toward deadlines and deliverables

Able to communicate effectively across the team and organization

Effectively works at long distances

Organizing:

Work according to defined schedules and deadlines

Take direction well and able to work with high accountability

Manage own work and tracks progress



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Responsible, detail-oriented, proactive, independent and willing to learn
Seek resources to get things done
Able to multi-task and adapt to changing priorities

Environment:

Ability to work in fast-paced & team-oriented setting

What to expect from the internship program?

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Distribution Intern:

What's the role: (Primary responsibility/ Accountabilities of the job)

- Opportunity to experience the dynamics of the retail industry in a supporting and challenging setting
- Support daily regional distribution services
- Assist in month end process from distribution perspective
- Help with Distribution Centre operation
- Preparation of Regional Distribution Key Performance Indicator and Statistics

Who you'll learn from: (Team structure, team hierarchy, team culture, team diversity etc.)

- Team structure
- Team diversity
- Outsourced operation management
- Internal and External customer support

What we look for:

- **Education:** University graduate in Supply Chain Management, Business Administration related disciplines.
- **Experience:** Preferably in the retail industry.
- **Skills:**
 - Knowledge in ERP system
 - Good data entry skills
 - Good communication skills
 - Fluency in English, Cantonese and Mandarin

Key Competencies:

Creativity: Must possess high degree of fashion aesthetic; interest in trends, lifestyles, competitors and media. Support introduction of new ideas. Can work within the creative process effectively, and support bring ideas to realization.

Teamwork: Builds good working relationships; collaborates toward deadlines and deliverables. Able to communicate effectively across the team and organization; effectively works at long distances.

Organizing: Works according to defined schedules and deadlines; takes direction well and able to work with high accountability; manages own work and tracks progress. Seeks out resources to get things done; able to multi-task and adapt to changing priorities.



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Intern Requisition and Position Description Form

Environment: Ability to work in fast-paced, team-oriented setting

What to expect from the internship program?

On this 3 months summer program, you'll be a real part of the team, working with our experts and learning about the industry, our firm and a specific area of it. You'll have plenty of opportunities to develop new skills and make contacts. The internship is geared towards individuals who have a strong interest in the retail markets.

The summer program will kick off with training followed by various workshops and networking sessions in addition to the responsibility from your team. Each intern will be paired up with a mentor who will give constant feedback and monitor projects throughout the summer program.

Take the next step

Start to design your future?

Apply today! If we think you're a match, we'll get in touch with you soon about next steps.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

Summer Internship period starts from Jun – Aug 2019



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Position Description

At PVH, we look for innovative, driven and talented students who share our drive for excellence.

Design Intern:

What's the role: (Primary responsibility/ Accountabilities of the job)

- Assist in daily and seasonal design activities such as preparing for design presentations and product work sheets
- Support designers with mood boards, flats on Illustrator, putting together color rings for the season, and any other design- oriented tasks
- Helping with the design of the sample room with image mounting and trim rigging
- Organization of the design room, design materials and tools
- Continuous research with a focus on various new design concepts
- Assembly of presentation boards and other administrative duties

Who you'll learn from: (Team structure, team hierarchy, team culture, team diversity etc.)
Design workflow, team work, communication and organization

What we look for:

Interests in Fashion and Design. Computer skills. Organizational skills. Sketching skills a big plus

- **Education:** Design study a big plus
- **Experience:** Design experience a big plus
- **Skills:**
- Experience and knowledge in fashion a plus
- Knowledge in computer sketching system
- Strong organizational skills.
- Fluency in English, Cantonese and Mandarin

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