

POSITIONS: Wholesale Internship

RESPONSIBLE TO: PA To MD/Office Manager

SELLING SEASON

- Assist Sales Manager in packing and unpacking the collection upon arrival and departure
- Assist Sales Manager in Merchandising the collection
- Assist Sales Manager in Cubing Collection (Image Brochure, Look Book and PR Styles)
- Assist in pricing tickets on samples/collection sketch books
- As and when instructed, to provide relevant display materials e.g. delivery signage
- As and when instructed, take photographs of the collection/showroom
- Assist in dressing the model when applicable

GENERAL

- Produce photos of Wholesale clients orders in Excel as and when instructed
- Complete stockist details from confirmations on price lists/collection sketch books as and when instructed
- Support Wholesale team in administrative duties e.g. photocopying, filing, typing etc
- Make refreshments and action errands as and when requested
- Assist PR Department as and when requested
- Assist in back office of Harrods and Escada Sloane Street as and when requested

Interested? Send a copy of your CV and brief cover note letting us know why you'd like to join the GIFTED team and why you should be considered by the Escada internship: campus@elevationnetworks.org