

Asia Society Career Opportunity

Location: New York

Position: Part-Time Merchandising Assistant, Asia Store (Grade 1)
Code 1531

Application Deadline: June 30, 2015

Purpose:

To assist with all facets of retail merchandising for AsiaStore including product management, inventory management, visual merchandising, ecommerce and social media development, coordination of special sale events, and preparation of marketing and promotional materials to ensure maximum visibility and outreach in conjunction with merchandising objectives.

Responsibilities:

- Assist with product management
- Assist with ecommerce and social media initiatives
- Assist with inventory control: processing receipts and shipments
- Assist with visual merchandising and seasonal sets
- Assist with coordinating and facilitating special sale event activities, coordinating outreach with public relations team and store management
- Assist with year end inventory
- Other duties as assigned.

Qualifications:

- Associate Degree with some operational retail experience preferred.
- Strong computer skills: Excel; Photoshop; Illustrator; Social Media; Data entry
- Cooperative, organized, and detail oriented.
- Ability to multi task, prioritize, and be diligent with follow up.
- Problem solving abilities and process improvement oriented.
- Good communicator
- Strong writing skills

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Phone 212.288.6400
Fax 212.517.8315
www.AsiaSociety.org

How to Apply:

Please email your cover letter, resume, and salary requirements to Asiastorejobs@asiasociety.org Indicate job title and reference code in the subject line. Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard your resume as having been received unless your email is bounced back.

Asia Society is an equal opportunity employer.

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