

## **Internship at Fashion Industry**

London  
jobcode UK030

We are a London based wholesale and PR agency for fashion brands. Our expansive network of contacts include stylists, trade and business media on an international level.

Your role

Be in charge of the sales diary:

- Setting up appointments with buyers to come and view our new Collections.

Manage the orders throughout the selling season:

- Entering them on the system
- Liaising between the brands and the clients
- Supplying order confirmations
- Help chasing payments & deliveries

Planning and organizing business trips:

- Dealing with the entire logistics involved
- Assisting the Director on a daily basis

Manage the samples:

- Setting up & merchandising the showroom with the new collections and sending them to press & key retailers.

Assist with PR duties:

- Writing Press Releases and help organizing press events and specific projects.
- Updating our website on a regular basis.
- Updating files with editorials.

Skills required:

- Strong organization, & communication skills
- Motivation and dynamism, with a "hungry to learn" enthusiastic attitude
- Excellent written and fluent spoken English. Russian and/or French a plus
- Computer proficiency in both Office and Mac