

# PRAKTIKUM IN LONDON



## OFFICE/BRAND MANAGER

REF. No. 1051

### About us

We are a luxury footwear company, designing, manufacturing and selling of high-end male and female shoes. Our products, featured in the major lifestyle and fashion magazines, are sold to wealthy individuals in over 100 countries through our e-commerce platform and we are experiencing tremendous growth, particularly in the US and Chinese markets. Additionally, our stockists and partnerships range from high-end tailoring shops to the biggest international luxury department stores.

As a fast-growing company, we offer a creative working environment and a chance to work directly with the small team of founders and directors to get direct exposure and insight into the luxury shoe industry

### Number of employees

7

### Tasks

We are looking for someone to manage the day-to-day operations of our office, maintain shipping logistics, conduct customer support, managing social media outreach and supporting founders with various tasks. Throughout the internship, you'll be supported by your manager, mentor and a recruiter to ensure you receive regular feedback on your work and help navigating the company.

### Skills needed

- Highly computer literate
- Highly efficient in MS Excel
- Extremely organized
- Ability to work with hands
- Ability to understand and implement strategic plans
- Attention to detail to the greatest degree
- Effective written and verbal communication skills
- Creative problem-solving skills
- Exceptional customer service skills

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## Personality

- Flexible and adapt quickly to change
- Exceptional Excel / data management skills
- Ability to adapt quickly to a rapidly changing environment
- Enjoy working in creative environment
- Keen interest in luxury sector and high-end fashion
- A “go getter” personality - biased toward action, great collaborator and master “disambiguator” /simplifier - constantly pushing toward clarity and delivery
- Balance attention to detail with swift execution - we need to do things quickly, and we need to do them well. Balancing those can be challenging, and this should be a strength.
- Clear communicator - You are a clear and concise communicator with the ability to synthesize a lot of information quickly, highlight the key takeaways, and disseminate actionable insights
- Explorer – the ability to self-serve, investigate and get the data we require will make you much more effective in this role. Self-starter attitude is a must
- Enjoyable to work with!

## Duration of the internship

6 – 8 weeks

## Office languages

English

## Location

London

## Office hours

Monday – Friday: 10am – 6pm