

Christian Dior

P A R F U M S

JOB DESCRIPTIONS

PR & Training Intern

- Monitors DIOR&competitors PR materials in all the magazines&online
- Monitors media activity in magazines, TV, online and outdoor
- Is in charge of PR reporting (monthly&quarterly)
- Helps organizing PR Events with Beauty Editors and Bloggers
- Updates the data base with contacts for both PR&office purposes
- Helps designing the newsletters, CRM campaigns and pages in retailers' magazines
- Completes the FOLLOW UP report each time is needed
- Monitors make-up events on Facebook pages of Sephora, Douglas, Marionnaud and Kendra
- Translation of materials
- Preparing training presentations depending on subject&objective
- Monitor stock&stock movements for POSM

Sell Out & Retail Intern

- Build with RM the sell-out objectives global country and per door
- Analyze sales and sales performance per store
- Compile monthly sales reports
- Work, implement and follow up on incentive plan
- Motivate BC to have team spirit and be goal driven
- Recommend BC shifts allocation by store
- Organising office documentation, archive files, invoices
- Processing SAP reports
- Optimization of clients' database

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- Creating new vendors in SAP
- Preparation of orders for testers, samples & goods
- Creating expense reports for Beauty Consultants
- Keeping evidence of office stock movements, posting delivery notes in excel inventory
- Processing the Excel reports of POSM delivery to stores
- Creating the delivery notes and preparing the POSM goods to be delivered to stores, creating AWB for courier
- Processing the invoices for BB Collection and Debenhams

Trade Marketing Intern

- Site Survey- visit in store
- Checking the planograms for Dior- fragrance, makeup & skincare and correct
- Check Dior Animation elements and correct according to guideline
- Check and monitor competition activities
- Fill Survey Report for Dior & Competition
- Pictures from visits in stores and archive
- You will work closely with Visual Merchandiser in the planning and implementation of category-specific projects for individual customers.
- Participation to all stages of animations campaign /design, production , implement