



TITLE: **Sales & Marketing Trainee** 100% - 6 MONTHS

JOB PURPOSE

MGI Luxury Group, located in Bienne, Switzerland, is an international and innovative company of Movado Group, Inc. which is a prestigious manufacturer and marketer of luxury and fashion timepieces under the Movado, Concord, Ebel, Olivia Burton, MVMT, Hugo Boss, Coach, Lacoste, Tommy Hilfiger, and Calvin Klein brands. Our products are recognized for their competitive edge in the luxury /fashion market. The working environment of Movado Group, Inc. is entrepreneurial, people-oriented, dynamic, and fast-growing.

To assist our Key Account Manager for our Swiss Markets, based in Bienne, we are looking for a:

Sales & Marketing Trainee for 6 months

JOB RESPONSABILITIES

In this role, your main activities will be the following:

Sales tasks – 70%:

- Supervise clients' sales and marketing activities
- Support the sales team on the Swiss market clients' management
- Create documents such as Order forms
- Conduct monthly reviews regarding Sell-out, Stock and Re-orders
- Understand and create reports when required, such as Sell-out
- Manage watches and jewelry samples
- Support the team with back-office tasks
- Visit some POS for Visual merchandising and/or commercial event

Marketing tasks – 30%:

- Understand and create reports when required, such as Seasonal best practices reports
- Create product descriptions for customers
- Maintain brands seasonal content database
- Track and maintain online partners presentation of our brands

REQUIREMENTS/QUALIFICATIONS

Education required:

- Maturité Professionnelle, Certificat Fédéral de capacité (CFC) or similar studies

Skills:

- Proficiency in MS Office (Excel, Word and PowerPoint)
- French and English, German would be a plus

General Competencies:

- General Business interest and understanding
- Numerate and precise
- Good Analytical skills

We are happy to offer an interesting Internship taking place within a multicultural and dynamic company, in touch with fascinating products.

If you are interested in joining our teams, please send your application and CV to bsaidah@mgiluxury.com.

MGI Luxury Group Sàrl

For more information about our company, visit us on www.movadogroupinc.com