

AGATHA

PARIS

Job Title: Operations Assistant Intern

Location: Huangpu District, Shanghai

About Us:

AGATHA is a renowned brand celebrated for its exquisite jewelry and accessories, seamlessly blending elegance with contemporary design.

Job Summary:

We are looking for a motivated and detail-oriented Operations Assistant Intern to join our operations team. This internship provides a hands-on opportunity to gain practical experience in operational processes within a dynamic and fast-paced environment.

Key Responsibilities:

- **Operational Support:** Assist in coordinating and executing daily operational tasks to ensure efficiency and accuracy.
- **Retail Franchising Support:** Aid in managing franchise relationships by monitoring compliance with brand standards, and compiling reports on franchise performance.
- **E-Commerce Operations:** Support the management of online sales platforms, including updating product listings, monitoring inventory, and tracking order fulfillment processes.
- **Website Maintenance:** Ensure partner website updates align with branding and design guidelines. Assist in reviewing web pages for accuracy and user experience optimization.
- **Data Management:** Organize, maintain, and update records, databases, and documents for easy accessibility.
- **Process Improvement:** Identify and suggest opportunities to streamline processes and enhance operational efficiency.
- **Project Assistance:** Participate in the planning, execution, and monitoring of special projects or initiatives, including retail expansion efforts.

Qualifications:

- Proficiency in Chinese and basic understanding of English
- Currently pursuing a degree in Business Administration, Operations Management, E-Commerce, Retail Management, or a related field.
- Strong organizational skills with keen attention to detail.
- Proficiency in Microsoft Office Suite.
- Excellent communication and interpersonal abilities.
- Capable of multitasking and prioritizing effectively.
- Enthusiastic and eager to learn, with a passion for operational and retail management excellence.

How to Apply:

Please email your resume and a brief cover letter to hshao@agatha.fr with the subject line: *Operations Assistant Intern Application – [Your Name]*.

AGATHA PARIS

职位名称：运营助理实习生

工作地点：上海市黄浦区

关于我们：

AGATHA 是一个享誉全球的知名品牌，以其精美的珠宝和配饰而著称，完美融合了优雅与现代设计。

职位概述：

我们正在寻找一位积极主动且注重细节的运营助理实习生加入我们的运营团队。该实习岗位提供了一个实践机会，让您能够在一个充满活力且快速发展的环境中积累有关运营流程的实战经验。

主要职责：

- **运营支持：** 协助协调和执行日常运营任务，确保工作高效且准确。
- **零售特许经营支持：** 协助管理特许经营合作关系，监督品牌标准的执行情况，并汇总特许经营绩效报告。
- **电子商务运营：** 支持在线销售平台的管理，包括更新产品信息、监控库存以及跟踪订单履行流程。
- **网站维护：** 确保合作伙伴网站的更新符合品牌和设计指南。协助审查网页的准确性和优化用户体验。
- **数据管理：** 组织、维护并更新记录、数据库和文件，确保其易于访问。
- **流程改进：** 识别并提出简化流程和提升运营效率的建议。
- **项目协助：** 参与零售扩展等特别项目或计划的规划、执行和监督。

任职资格：

- 精通中文，并具备基本的英语理解能力
- 正在攻读工商管理、运营管理、电子商务、零售管理或相关领域的学位。
- 具备较强的组织能力和对细节的关注。
- 熟练使用 Microsoft Office 办公软件套件。
- 拥有优秀的沟通和人际交往能力。
- 能够同时处理多项任务并有效设定优先级。
- 积极热情，乐于学习，对运营和零售管理充满热情。

如何申请：

请将您的简历和简短的求职信发送至 hshao@agatha.fr，邮件主题注明：*Operations Assistant Intern Application - [您的姓名]*。