

# Sagitter Training

## The company

<b>Location</b>	Unit 1107-10, 11/F, Lu Plaza, 2 Wing Yip Street, Kwun Tong, Hong Kong
<b>Contact</b>	Ms. Emily Wong, <a href="mailto:emily.wong@coop-fareast.com">emily.wong@coop-fareast.com</a>
<b>Type of Business</b>	Purchasing, manufacturing
<b>Professional Work Trainee will gain experience in</b>	International purchasing process, customer service, multicultural environment
<b>Internship dates</b>	1 March 2018- 1 May 2019

## Trainee's profile

<b>Language/s required</b>	English
<b>Computer Skills</b>	Office package
<b>Skills required</b>	Ability to communicate effectively Good personal skills with the ability to effectively work with individuals and groups at all organization levels or in a multicultural environment; ability to work independently within assigned tasks Ability to work accurately with close attention to details.

## Job description

### Job content

Description of job:

- Assist and provide support to merchandisers in daily activities such as communication with vendors and buyers and samples shipment;
- Be introduced to the various software systems used within the department including reporting tools and the ERP system and assist in PO creation/tracking, RFQ management through ERP system.
- Participate in various departmental projects and assist in creating presentation and analysis of various activities, such as: vendor performance, sales analyze and competitor benchmark at the beginning of each sourcing cycle;
- Shadow merchandisers in the vendor and product selection process, to get a full view of the purchasing process from Asia;
- Become familiar with purchasing activities and supply channels.
- Notes (benefits, help in finding accommodation, required visa...)

## Scholarships

### Scholarships 2018

UCSC International will give the trainees scholarships depending on our resources, that is:

- 500 €/month for students (for 3months, 1.500 €) for internship in Europe
- 400 €/month for students (up to 3 months, 1.200 €) for Overseas internships.
- 500 € as total amount for newly-graduates

Students and graduates could be offered internships longer than 3 months (within the new law on the internships), in this case they'll receive the maximum grant available for each category. Scholarships will be assigned in order of requests received and availability.