Estee Lauder (Shanghai) Commercial Co., Ltd.

Job Description

Position : MBA Summer Intern 2013 - Retail Finance Operations

Department/Brand : Finance

Reporting to : Senior Director of Finance & Administration

Location : Shanghai

Online Application Period : May 24, 2013 to June 7, 2013

Online Application Link: http://search.51job.com/job/55676560,c.html

**Principle Objectives:**

1. Support Senior Director of Finance & Administration on designing retail store finance operation model which supports ELC China Free Standing Store fast geographic expansion
2. Be able to conduct research on market best practice and make practical recommendation to modify existing retail finance operation model.

**MAJOR RESPONSIBILITIES:**

1. Conduct research on how fashion brands manage retail store finance operation, including but not limited to retail finance organization structure, retail store legal structure, store assets management, store bank account management, monthly financial reporting, monthly/quarterly/annual tax and statutory filing.
2. Review ELC existing retail finance operation against market research findings, identify gaps, propose ELC retail store finance operation processes and procedures, and obtain alignment with key stakeholders.
3. Collaborate with key stakeholders and develop action plans to execute new processes and procedures.

**Qualifications:**

* 1. Education: 1st year MBA student
	2. Work Experience:
		1. minimum 5 year working experience in finance, auditing or accounting areas before joining the MBA program. Experience in retail or fashion industry would be a plus.
	3. Skills:
		1. Having business acumen and ability of diagnosing operation issues and proposing problem solving solution
		2. Ability of collecting market best practice information with limited supervision
		3. Good documentation skills
	4. Personality: a good team player, Self confident, self starter

**High-Touch Leadership Competencies**

* Thinks Strategically
* Builds Collaborative Relationship
* Demonstrates Learning Agility