Estee Lauder (Shanghai) Commercial Co., Ltd.

Job Description

Position : MBA Summer Intern 2013 - Online Retail Finance Operations

Department/Brand : Finance

Reporting to : Financial Controller

Location : Shanghai

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

Online Application Link: http://search.51job.com/job/55679033,c.html

**Principle Objectives:**

1. Support Financial Controller on designing Online retail store finance operation model which supports ELC Online retail sales growth and expansion
2. Be able to conduct research on market best practice and make practical recommendation to modify existing online retail finance operation model.

**MAJOR RESPONSIBILITIES:**

1. Conduct research on online finance operation in retail industry, including but not limited to online finance organization structure, inventory management, sales and AR reconciliation and monthly financial reporting etc.
2. Review ELC existing online finance operation against market research findings, identify gaps, propose ELC online finance operation processes and procedures, and obtain alignment with key stakeholders.
3. 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 Online retail 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