



MGI LUXURY GROUP Sàrl

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 Marketing team for all our Licensed Brands, based in Bienne, we are looking for a:

Marketing Trainee for 6 months

Main activities will be the following:

- Review and complete the marketing reconciliation plans vs. budgets (90%)
 - Organize, check, and record all the invoices from our clients
 - Contact clients for further information
 - Manage the internal approval process, working with different departments
 - Complete the credit and debit note request and share them with our clients
 - Maintain up to date the internal overview files
 - Interact with Marketing, Sales, Finance, Controlling and Customer Service teams
- Support marketing teams in various projects (10%)
 - Participate in marketing projects depending on needs (creation of customized guidelines, presentations, etc.)
 - Support the department activities (watch samples inventory, update various database, meeting organization, etc.)

Skills

You are fluent in English, French would be a plus, and proficient in Excel. You are well organized, able to manage priorities and proactive in bringing ideas. You have strong interpersonal as well as analytical skills.

If you are completing your academic path, currently looking for an internship.

We are happy to offer, from **June 2024**, 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.

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