

MR PORTER

MARKETING INTERN

MR PORTER - a dedicated men's wear site from the NET-A-PORTER group is the first global shopping destination of its kind. MR PORTER will launch for the Spring/Summer 2011 season in January 2011. MR PORTER will offer an edited product selection of the best in men's style, from global designer labels to niche specialist brands alongside original editorial and style advice. MR PORTER will be powered, curated, edited and served by an independent world class team who will benefit from the global infrastructure of the NET-A-PORTER group, a site with ten years of online luxury retail experience delivering to over 170 countries worldwide.

We currently have a fulltime 3 month internship opportunity for students or graduates seeking employment experience within our Marketing department. Working closely with the US Director of Marketing, you will gain first hand experience of the busy fashion world. This is a unique opportunity for a bright individual to be involved with what is quickly becoming an iconic fashion shop.

Responsibilities

- Optimize office time efficiency and workflow, including meeting calendar, travel arrangements, conference call scheduling, phone communications, drafting emails and producing executive reports
- Organize office for optimal use of space and accessibility, systematizing physical files and digital files, and archiving all media kits, magazines, proposals, research and marketing collateral
- Process billings, invoices and expense reports, preparing monthly budget spreadsheets for executive review and approval
- Develop and execute ideas and initiatives with marketing team to drive customer growth and brand awareness in US markets
- Research industry trends, competitor activity, and conduct marketing research via focus groups and phone surveys, creating executive presentations and reports of findings to drive strategic decision-making
- Build strong relationships with key marketing partners through excellence in etiquette and communications, working closely with editorial, creative and retail teams to ensure that all marketing activities uphold brand values and promise

Experience and Skills

- Discreet, professional and well spoken, with excellent written communication skills
- Highly numerate with excellent mathematical skills
- Proficient with Microsoft Excel, Word and Powerpoint
- Meticulous eye for detail
- Creative thinker
- Excellent time management skills with the ability to juggle competing priorities

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- Extremely well-organized, methodical and efficient, with a good dose of common sense
 - Pro-active initiative to constantly promote NET-A-PORTER
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Location: Long Island City, NY 11101

Please note, this position will be moving to Mahwah, NJ in spring/summer 2011 and you will be required to work from there.

To Apply

Please send us an updated CV/Resume (including examples of relevant previous work) and a cover letter explaining why you feel you are suited to NET-A-PORTER and this role. These should be emailed to jobs@net-a-porter.com

EOE M/F/D/V. Qualified females and minorities are encouraged to apply.

NO RECRUITMENT AGENCIES PLEASE