

Job Description

Company Name: Circle K Convenience Store (HK) Ltd.

Brand Name: Circle K

Job Title: Logistic Intern

Department: Supply Chain Management & Logistics

Work Mode: Full-time 5 days work week (Mon – Fri)

Job Mode: Summer Internship

A Brief Company Introduction

Circle K Convenience Store has continuously provided customers with an innovated shopping experience through its distinctive and caring brand image.

In 2016, the "OK Stamp It" mobile app was officially launched to provide members with modernized and seamless O+O customer experiences. In recent years, Circle K Convenience Store has launched a new brand image, including changes to the logo, uniforms, store design and the introduction of house brand products, all aimed at delivering our brand core value "Easy Life Easy Smile".

Responsibilities

Administrative Support:

- Handle product information such as price, cost and promotion details
- Participate in the preparation of reports and provide administrative support for team presentations

Inventory Planning:

- Daily ordering and replenishment for all stocks
- Monitor inventory levels and react to ensure all stocks are maintained

Demand and Supply Forecasting

- Collaborate with the Sales and Marketing teams to collect information and insights for precise demand forecasts (e.g., new product launches, promotions)
- Conduct in-depth analysis on the relations between demand and supply

Requirements

- Currently enrolled in a bachelor's degree in Logistics, or a related discipline
- Proficiency in Microsoft Office (Excel, Word & PowerPoint)
- Good command of both written and spoken English, Cantonese and Mandarin
- Available to work as an intern for 5 full days per week (Mon - Fri)
- Positive, energetic mindset with a self-motivated approach.
- Good analytical and problem-solving skills.
- Ability to work independently and collaboratively within a team environment.

Other Information

Circle K offers enriching internship positions to gain hands-on experience in logistics and supply chain management within the retail industry. As an intern, you will work closely with the Supply Chain and Logistics team to assist in various projects and daily tasks, ensuring the efficient flow of goods and services while maintaining high standards of quality and customer satisfaction. This is a fantastic opportunity to explore your interests, contribute to real projects and build network for your future.