

# LOTTE GLOBAL RECRUITMENT VIETNAM 2017

## Applicant's Requirements

Bachelor degree or above  
Fresh graduate

## Period

**Internship:** June~July 2017 (4 weeks)  
**Joining Date:** July~August 2017

## How to Apply

**Period:** 19th April~8th May [19 days]  
**Submit via Website**  
<http://lotterecruit.saramin.co.kr>

## Process

Job Application ▶ Document Screening ▶ Interview ▶ Internship ▶ Job Offer

Company	Job	Preferred Major	Job Description	Language
LOTTE DEPARTMENT STORE (Hanoi)	Sales Management	Economics, Business Management, Trade, Law, English/ Korean language, etc.	<ul style="list-style-type: none"> <li>· Managing &amp; analyzing daily sales figures</li> <li>· Training &amp; supervising for brand staffs</li> <li>· Working with brands staffs to promote sales by supporting with marketing tactics</li> </ul>	English (Requirement)
	Finance	Finance, Accounting	<ul style="list-style-type: none"> <li>· Managing finance and accounting data</li> <li>· Tax accounting and fund management</li> <li>· Regular financial reporting</li> </ul>	Korean (Preference)
LOTTERIA (HCM)	Marketing	Marketing	<ul style="list-style-type: none"> <li>· Set the direction of brand marketing through the analysis of environment</li> <li>· Increasing cost-efficiency through advertisement and public relations activities</li> <li>· Review and analysis previous marketing activities and plan future marketing strategies</li> <li>· Develop marketing strategies for promotion of the products</li> </ul>	English Korean (Preference)
	Sales Management	Business Administration	<ul style="list-style-type: none"> <li>· Analyze sales statistics and trend</li> <li>· Deal with customer complaints regarding sales and service</li> <li>· Develop plans to achieve organizational sales goals and revenues</li> <li>· Find right way to support the sales store and deal with solving the problem</li> </ul>	
LOTTE MART (HCM)	Store Sales Category Management	Food Technology, Economics related major	<ul style="list-style-type: none"> <li>· Manage store goods category (organize the orders with suppliers, ensure quality and quantity of goods, check price)</li> <li>· Manage shelf-display and support promotion to reach sales target</li> <li>· Monitor and maintain current inventory levels and control stock and lost to ensure reasonable shrinkage rate</li> <li>· Update daily data to the system: order number, sales, prices, etc.</li> </ul>	
	Purchasing & General Affairs	Business Administration, Economics related major	<ul style="list-style-type: none"> <li>· Verifies purchase requisitions and sources the office equipments, machines, properties</li> <li>· Conduct research to ascertain the best products and suppliers in terms of best value, delivery schedules and quality</li> <li>· Deal with the process of payments and invoices , payment data management on the system</li> <li>· Manage 3rd party vendors (Flight ticket, hotel, taxi, phone card, etc.)</li> <li>· Be in charge of office administration duties</li> </ul>	English (Requirement)  Korean (Preference)
	Training (Customer Service)	Human Resources, Business Administration, Education related major	<ul style="list-style-type: none"> <li>· Design and develop internal training materials for customer service</li> <li>· Plan training courses for all stores</li> <li>· Provide training for instructors in stores and directly train employees in stores</li> <li>· Coordinate with external agencies</li> <li>· Plan departmental/functional training budgets and manage training cost</li> </ul>	
	Graphic Design	Graphic Design, Fine Arts, Advertising related major	<ul style="list-style-type: none"> <li>· Plan, interpret and develop the visual style and layout for marketing tools</li> <li>· Design all professional produce magazines, company brochures, user manual, event poster, name-card, employee card, logos and pamphlets, etc.</li> <li>· Check and manage all signage system of company</li> </ul>	
LOTTE DUTY FREE (DA NANG)	Merchandise	All related major	<ul style="list-style-type: none"> <li>· Products Purchase: Prepare the purchasing requisition and order goods.</li> <li>· Pricing Strategy: Monitor the retail price</li> <li>· Inventory Control: Monitor stock movement, maintain safety stock, avoid excessive stock</li> <li>· Market Research: Analyse sales figures, customers reactions and market trends to anticipate product needs and plan product ranges/stock</li> </ul>	English (Requirement)
	Finance /Accounting	Finance/Accounting	<ul style="list-style-type: none"> <li>· Prepare monthly statements: Collect data , analyze and investigate variances, summarize data, information, and trends</li> <li>· Provide financial advice: Study operational issues, apply financial principles and practices, develop recommendations</li> <li>· Recommend financial actions by analyzing accounting options</li> </ul>	Korean (Preference)