

CD, Network Development Coordinator, Christian Dior, Tokyo

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Company: Christian Dior Couture

Location: Japan

Category: other-general

Position

Christian Dior is looking for Network Development Coordinator.

This position reports to Network Development Manager.

KEY MISSION

Main mission is to support Network development manager with legal check and management of contract, payment operations to business partners, schedule coordination with business partners and internal departments, etc.

He/she will be present with the manager as necessary. By doing support work, he/she can gain knowledge of negotiation with business partners and network.

Key Responsibilities:

Legal check of contracts concluded with each business partner and confirmation with business partners.

Drafting of business partner letters and dissemination of information.

Rent payment and management of rental properties.

Proofreading of press releases and media and checking with PR.

Translation of emails and documents

Schedule adjustment and information dissemination for business partner invitation events.

Attend Retail Development Manager meetings and business negotiations to support operations.

Profile

EXPERIENCE / KNOWLEDGE / SKILLS

University degree

PCs: Word, Excel, PowerPoint, PDF

High communication skills, and Strong mentality

Planning and accuracy

Speed, Time management

LANGUAGE

Japanese: Native level

English: Business level

DEVELOPEMENT OPPORTUNITIES

Network Development Manager

The same position at other brand in LVMH group

WORKING RELATIONSHIPS

Retail Managers

Retail Operation teams

Store Planning Managers and Coordinators

Business Planning

Accounting

Visual Merchandising

Regal

PR and media team

Department stores

Real estate company

COMPETENCIES

Drive for result

Dealing with ambiguity

Sincerity and Honesty

Additional information

ABOUT DIOR

Founded in 1947 in Paris. Ever since the first show, Dior has kept attracting people with the new look which is elegant, structured, and infinitely feminine.

Dior has been a vocal supporter of gender equality and female empowerment and as part of the support, we launched mentorship program: Women @Dior.

DIVERSITY & INCLUSION

We pursue an inclusive Culture that fully embraces the best of each individual uniqueness and valorizes our infinite diversity within our "Maison des Rêves (House of Dreams).

To put this commitment into action, we will not ask for gender information when applying for our position. Also, pictures are not mandatory to attach to your CV.

Dior is committed to an inclusive and sustainable future by offering the opportunity for all the talents to grow, blossom & valorize their uniqueness in a safe environment.

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