

# BuyForMe

<b>Job Title</b>	E-Commerce Coordinator (Summer Intern)
<b>Duration</b>	June – August
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Work in retail division with cross-functional operation team</li> <li>• Learn basic operation of e-commerce platform</li> <li>• Handle daily operation from pricing, product research and product</li> <li>• Product sourcing and client management</li> <li>• Perform business administration duties</li> </ul>
<b>Job requirement</b>	<ul style="list-style-type: none"> <li>• Preferably with degree in marketing, communication, business administration and advertising or related job experience with e-commerce</li> <li>• Self-motivated, proactive and willing to learn</li> <li>• Strong communication, presentation &amp; interpersonal skills</li> <li>• Good command of written &amp; spoken English &amp; Chinese, Mandarin and other languages will be considered favorably</li> <li>• Organization, multi-tasking, and good problem solving skills along with the ability to work well under pressure and meet demanding deadlines</li> <li>• Understanding of social media marketing including google AdWords, trends and Facebook ads a bonus</li> </ul>
<b>Deadline of application</b>	• May 29 , 2014    23:59
<b>Document required</b>	• Resume
<b>Reminder</b>	<ul style="list-style-type: none"> <li>• Interview will be arranged on early June</li> <li>• Full – time offer will be given to applicants with excellent performance</li> </ul>

## About BuyForMe:

BuyForMe is a start-up fast growing company presenting the century-new concept of overseas shopping experience to our users. With advanced technology and user-friendly designs, our mobile application and web version centring on the instant sharing functionality unprecedented in the market will be released in the coming quarters internationally.

BuyForMe is an elite team consists of energetic talents who pursuit entrepreneur spirits. Founded by experienced financial and technology experts, BuyForMe offers a vibrant, stimulating and supportive working environment and learning opportunities for future talents who is interested in e-commerce and retail industry.