



## Company Profile

Tory Burch is a luxury lifestyle brand defined by classic American sportswear with an eclectic sensibility and attainable price point. It embodies the personal style and spirit of its CEO and designer, Tory Burch.

We are a rapidly expanding Buying Office looking for a bright, dynamic individual for the following position:

### Job Description – Intern

<b>Job Title:</b>	<b>Human Resources Intern</b>
<b>Location:</b>	<b>Hong Kong</b>
<b>Reports To:</b>	<b>Human Resources Officer</b>
<b>Supervises:</b>	<b>0</b>

### General Overview:

This person is working on the Talent Team in Hong Kong, responsible to support one or more of the HR functions including recruitment and employee relations.

This person will develop a basic understanding of the role of HR in an organization; understand the importance of various HR functional responsibilities and more importantly how to develop strong working relationships with management and general staff as an HR professional.

This is an ideal role for an individual who is passionate about exploring the HR discipline and excited to gain experience in the fashion industry!

### Key Responsibilities:

- Provide recruitment assistance to HR representatives, including scheduling phone and in-person interviews, screening applicants, and tracking applicants
- Prepare new hire welcome pack and aid with new hire orientation training
- Assist HR representatives with employee activities and internal employee communication
- Responsible for setting up e-platform to provide the communication channel among the employees
- Assist in data entry and filing; support the team with analytical reporting responsibilities
- Maintain employee personnel files