

RALPH LAUREN

Job Description

Job Title:	Business Planning Assistant
Reports to:	Senior Business Planning Analyst
Direct Report:	N/A

Job Purpose

Business Planning Assistant will be responsible for collecting raw business data from multiple sources to organize them into master data for business analysis.

Key Responsibilities

Collect business data from multiple departments to combine and process them to build a master data on a daily basis

Put together fashion market relevant data including news, buzz, department store activities as a base source for market trend update recommendations

Fulfill ad-hoc supports including data compliance check, communication with other departments for data requests etc

Requirements

Bachelor's degree

Outstanding attention to detail

Strong Excel skills (advanced formulas, pivot tables)

Experience working with visualization tools (i.e. Microsoft PowerBI,) is plus

Verbal and written skills in both Korean and English