

## Stock Administrator - Luxembourg

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Company: Cartier

Location: Luxembourg City

Category: other-general

### How will you make an impact?

Daily Stock Management

Control and manage the quality of all stock movements (reception and departure)

Manage client reservations

Prepare and manage product displays, consignments, and price changes

Manage all omnichannel orders from a stock management perspective

Inventories

Conduct annual, cycle, and spot inventory counts

Manages all additional inventories as requested (certificates, stones, etc.)

Daily Boutique Operations

Comply with Cartier security, financial, and operational procedures

Participate actively in the daily opening and closing of the boutique

Support special projects (transformation, operational improvement, new tools) when needed.

Develop a deep understanding of the brand and products to convey Cartier's heritage and values.

Contribute to a positive and productive boutique environment.

## Compliance

Ensure compliance with cash desk and stock handling procedures and rules

### How will you experience success with us?

You are client service-oriented and have retail experience, especially in the luxury sector.

Moreover, you demonstrate strong interpersonal skills, empathy, and business acumen. You have a background in administrative roles, possess excellent organizational skills, and can effectively prioritize tasks, which will be key qualities to success in this role.

Technical skills required for this role include proficient knowledge of Microsoft Office and Outlook, with SAP experience being an added advantage. Additionally, you should have exceptional verbal and written communication skills in French and English.

### Your journey with us:

Initial screening call with the Talent Acquisition team

Interview with the Hiring Manager

Interview with the HRBP and Area Manager

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