



ABOUT RANDA ACCESSORIES:

Randa Accessories: one company, the global leader in lifestyle accessories. Collaborating with 75 leading brands, we design, reinvent, manufacture, distribute, and market men's belts, wallets, neckwear, small leather goods, luggage, backpacks, business cases, slippers, jewelry, and gifts. From our origins as a neckwear company over a century ago, Randa now provides fashion, lifestyle, luxury, and private branded products through retailers in all channels of distribution, worldwide.

ABOUT THE INTERNSHIP:

Positions available in our Chicago, IL office include: Sales, Forecasting, Merchandising, and Design.

Sales Responsibilities Include:

- Print, Save, and Analyze Selling Reports
- Meeting Prep –creating presentation materials and pack samples
- Attend customer meetings
- Attend weekly training classes
- Learn/understand how major accounts operate
- Work closely with other Randa departments
- Maintain/Update style matrix's
- Learn about Randa Accessories as a whole/the men's accessories industry
- Work with AE/Director to find sales opportunities (in retail and .com) within accounts
- Complete a final presentation based on internship experience

Requirements:

- Willingness to learn and ask questions
- Strong organizational skills
- Strong Multitasking skills while maintaining attention to detail
- Proficient in Microsoft Excel
- Capable of functioning effectively within a team with valuable communication skills.

Forecasting Responsibilities Include:

- Assist Forecast Analyst in entering handoffs/adoptions
- Assist with meeting preparation
- Actively participate in forecast review meetings
- Analyze weekly selling reports
- Update and send out weekly selling recaps to department
- Help in extending forecasts for accounts
- Work with planning department to adjust forecast accordingly
- Support forecasting team by keeping samples and selling reports organized

Requirements:

- Extremely organized
- Ability to communicate efficiently with others
- Close attention to detail
- Familiar with Microsoft Office programs, especially Excel
- Excellent math skills
- Ability to work on several projects at once

Merchandising/Design Responsibilities Include:

- Assisting design team in creating designs that fit into seasonal concepts and brand vision
- Analyze and interpret fashion trends into salable product
- Work with team to provide technical details to overseas vendors for prototype development
- Help with seasonal presentations
- Assist in managing the product development process, from early concepts through introduction to market
- Assist in line building and merchandising of multiple product categories
- Communicate daily with overseas factories on new sample requests, pricing, and follow up to ensure timely delivery according to development calendar
- Assist in merchandise presentations to customers and internal sales team
- Prepare product samples and marketing materials for presentations

Requirements:

- Pursuing a Bachelor's degree in Fashion/Industrial Design
- Adobe Illustrator, Photoshop and Microsoft Office
- Self-motivated, professional, dependable team player
- Strong verbal and written communication skills
- Ability to multi task

THE FUN STUFF:

- This is a paid, full time, position!
- Free parking is available, or we are conveniently located off the blue line train!
- Intern Group Outing
- Summer Festival
- Half Day Fridays!!

Jump start your career, visit our website at www.randa.net to learn more about Randa Accessories