

# RALPH LAUREN



## Project Management Coordinator (f/m/d) - Munich -

Ralph Lauren Corporation (NYSE:RL) is a global leader in the design, marketing and distribution of premium lifestyle products in four categories: apparel, home, accessories and fragrances. For 50 years, Ralph Lauren's reputation and distinctive image have been consistently developed across an expanding number of products, brands and international markets. The Company's brand names, which include Ralph Lauren Purple Label, Ralph Lauren Collection, Double RL, Polo Ralph Lauren, Polo Ralph Lauren Children's, Ralph Lauren Home, Lauren Ralph Lauren, RLX, American Living, Chaps and Club Monaco, constitute one of the world's most widely recognized families of consumer brands.

In this position the Project Management Coordinator ensures that all Corner projects are implemented/renovated due to Ralph Lauren guideline/CI within requested time frame. Additionally he/she is responsible for sales support management.

### Essential Duties & Responsibilities

#### Key Responsibilities:

- Work with the Sales team and retailers to develop store projects
- Ensure that all paperwork and presentation materials are at hand as required
- Ensure the co-ordination of project installation and construction processes with a constant review of the works ensuring that timelines and budgets are respected
- Take initiatives to resolve eventual issues which would appear during and at the end of a project
- Constant review of stores for repairs and maintenance. Prepare works to be carried out for review by Retail Development Director quarterly; coordinate works once approved by Retail Development Director
- Ensure that all store-related details (size, opening date, updated plan, store address, invoicing address etc.) are up to date and at hand
- Raise Purchase Orders using in house for Department expenses where appropriate

### Experience, Skills & Knowledge

- Experiences within the retail industry, at POS would be preferable
- Excellent verbal and written German and English required, additional foreign language skills are advantageous
- Proficient user of Microsoft Office packages and strong general computer literacy
- Familiar in reading and analysing architectural drawings and plans
- General understanding of store fixtures and design
- Strong communication, analytical and organizational skills
- Flexible, proactive, multitasking and good team player
- Stress resistant and being capable to work with very tight deadlines
- Willingness to travel

You are interested in becoming part of one of the most successful fashion brands in the world and you wish to continue your career in an international environment with a variety of tasks? We value the individual talent that comprises our company and are committed to offer many exciting career opportunities for each employee's development. We believe wholeheartedly that people hold the key to achieving our business objectives and our overall success. If you want to become part of this unique success story and you are interested in joining this dynamic team of professionals please provide your application together with your potential start date and salary expectations.

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