Robinsons Retail Group

Assistant Buyer
Responsible in aiding and assisting the Buyer in the attainment of the sales, inventory and margin targets of the department, including the implementation of merchandising strategies and standards. Carries out an administrative role for the development.

- Candidate must possess at least a Bachelor’s/College Degree in Commerce, Mass Communications, Advertising / Media, Humanities / Liberal Arts, Textile/Fashion Design.

Assistant Category Officer
Responsible for monitoring movements and buying proper merchandise at the right place, quantity and terms.

- Candidate must possess at least a Bachelor’s/College Degree in Business-related course from reputable colleges or universities. Experience in fashion merchandising an added advantage.

Audit Staff
Responsible in conducting compliance and assurance audit, process review and financial audit.

- Candidate must be a Certified Public Accountant (CPA) and must proficient in MS Office Applications.

Accounting Staff
General Accounting responsibilities.

- Candidate must possess at least a Bachelor’s/College Degree in Finance/Accountancy/Banking or equivalent.

Merchandising Support Services Assistant
Provide support to the MSS Officer in formulating and identifying opportunities to maximize other income from Extended Warranty sales, formulating and identifying opportunities to maximize sales through corporate accounts & in installment tie-ups.

- Candidate must possess at least a Bachelor’s/College Degree at least in Business Studies/Administration/Management, Economics, Marketing, Commerce, Computer/IT or equivalent.

Merchandising Clerk
Responsible in assisting the Buyer in Evaluating and implementing merchandising agreements with suppliers, and preparation of purchase order, invoices and sales report.

- Candidate must possess at least a Bachelor’s/College Degree at least in Business Studies/ Administration/Management, Human Resource Management, Economics, Marketing, Commerce or equivalent.

Marketing Assistant
Responsible in providing administrative support for the Marketing department.

- Candidate must possess at least a Bachelor’s Degree in Marketing or Communication Arts and must be proficient in using the MS Office applications.