



# RETAIL ASSISTANT TRAINEE

**Warsaw**

We believe that clothes — and how you make them — can make a difference. Since 1853, we've been obsessed with innovation to meet people's needs. We invented the first blue jean. And we reinvented khaki pants. We pioneered labor and environmental guidelines for our manufacturing partners. And we work to build sustainability into everything we do.

Company doesn't last 160 years by standing still. It endures by reinventing itself, striving to delight its consumers, winning in the marketplace, and by remaining true to its values. We operate in 110 countries and we employ more than 17,000 people around the world – supporting great brands, including Levi's®, Dockers® and Denizen®.

Levi Strauss Poland Sp. z o.o., being HQ for region East (Eastern Europe & Turkey), operates successfully on the Polish market since 1991. Our employees are committed to innovation, creativity and collaboration. That's the story of Levi Strauss & Co.

Learn more at <http://levistrauss.com>



## Key Responsibilities:

- Support Retail Team (quarterly meetings, business review meetings, team meetings, trainings);
- Translate from English to Polish and vice versa;
- Provide and prepare reports and presentations as directed;
- Ensure Comprehensive administrative support;
- Handle invoices and other financial documents;
- Share communication and follow up;
- Provide operational support to stores;
- Perform other tasks upon Manager's request.

## Profile:

- Student interested in 1 year internship;
- Fast learning skills and energetic attitude;
- Excellent communication and presentation skills;
- Fluent English
- Good knowledge of MS Office (Word, Excel, Power Point).

**Interested? Please send your application form: [Jobs.East-Eu@levi.com](mailto:Jobs.East-Eu@levi.com)**

Please be informed, that we will respond to selected applications only.

Levi Strauss & Co. is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, or any other characteristic protected by law.

We are a dynamic, performance-driven work environment and a corporate culture characterized by ethical conduct and a commitment to social responsibility. Levi Strauss & Co. is one of the top 5 most admired apparel companies according to Fortune Magazine and named one of the World's Most Ethical Companies by Ethisphere Institute.

**Put simply, if you're looking for a new opportunity, this is a great place to grow your career.**