



Sales Operations Intern

Our Team

Mighty Jaxx is the leading integrated future culture platform in Southeast Asia today. With a mission to supercharge future culture phygitally, Mighty Jaxx's integrated platform will empower future pop culture brands with an end-to-end supply chain of digital and phygital collectibles, including artist development and incubation, proprietary IP operation and providing global consumers access to new D2C experiences.

Mighty Jaxx partners with the greatest creative talents in the world, as well as top global brands such as Netflix, Formula 1, Hasbro, Toei Animation, Cartoon Network, Nickelodeon, Warner Brothers, Adidas and many more to ship millions of phygital collectibles to over 90 countries worldwide.

We are proud to be an equal opportunity employer with a diverse, inclusive work environment and encourage our employees to bring their authentic, fun-loving, and high-energy selves to the workplace.

Your Role

Mighty Jaxx is looking for a Sales Operations Intern who will be responsible for inventory counting and restocking of Mighty Jaxx products in its various partner stores across the island. You will be going to 3-4 partner stores per day, and will also report your findings to our team in-office weekly.

Transport allowance will be provided.

Responsibilities

- Execute day-to-day retail operations activities, ensuring the timely replenishment of MJ stocks in all department stores
- Maintain visual merchandising (VM) standards across 14 outlets islandwide, including ToysRUs and RWS
- Conduct stock-take activities across all 14 partner stores in each week, to ensure accurate inventory levels, and restock merchandise in stores
- Serve as the Point of Contact (PoC) and establish effective liaison with department stores to address their demands and maintain positive relationships
- Devise and build a Standard Operating Procedures (SOP) to enhance retail operational efficiencies
- Collaborate with distributors to streamline the replenishment process and minimise downtime of MJ stocks in each department store



- Provide real-time intelligence feedback to the business on product movement, allowing for informed decision-making
- Ensure timely logistical and sales updates, contributing to the overall sales strategy and success

Requirements

- Strong organisational skills and multitasking abilities to handle diverse retail operations tasks
- Excellent communication skills for effective liaison with department stores and internal teams
- Detail-oriented mindset to conduct accurate stock take activities and maintain VM standards
- Willing to travel from outlet to outlet to do inventory count and restock (about 3-4 stores in a day)
- Ability to work collaboratively in a team and adapt to a dynamic retail environment
- Basic understanding of retail logistics and supply chain processes would be a plus
- Proactive problem-solving skills to address operational challenges and optimise processes

To apply, please send an updated copy of your resume to HR@mightyjaxx.com.

While we value all submissions, we regret that only shortlisted candidates will be contacted by our HR team.