

Job Information

Post Title	PD Assistant
Company Name	Emma Wallace Company Limited
Business Nature / Introduction	<p>British born designer Emma Wallace has firmly established herself as a hot commodity within the Asian market. Having fallen in love with Asia during years of travelling, the Berkshire native settled in Hong Kong where she has become the ‘go to’ for innovative, modern, yet exceedingly elegant formal ready-to-wear pieces.</p> <p>Drawing on her travels, Wallace’s collection delivers a seamless blend of Western heritage fused with Eastern influence. With nods to period drama, the 1920’s and 1970’s, alongside fabric, colour and pattern inspiration from the vivid sights of the Far East, her unique collections serve up the perfect mix of vintage and cutting edge modernity for the woman who wants to feel unstoppable.</p> <p>Wrap detail with an origami essence, asymmetric details and intricate, yet wearable cut work that shows a subtle flash of skin are just a few of the touches that run throughout every season. Perfect for the sophisticated woman who wants to stand out. The brand’s signature staple – the Kimono style jacket offers a true ‘hero’ piece for those who embody the spirit of the Emma Wallace woman.</p> <p>The Emma Wallace Woman craves a collection that seamlessly combines bold statement pieces with whimsical touches. She wants to create impact, whilst maintaining her feminine edge. A modern romantic, she dreams of adventure and covets a collection that will take her anywhere she wishes to wander. Effortlessly chic, the Emma Wallace woman dances to her own beat and showcases her style with a flair that is all her own.</p> <p>Her designs have been worn by some of Asia’s biggest stars, including G.E.M. The pop star’s love for the brand saw Emma’s design become a permanent exhibition piece at Hong Kong Madame Tussauds, making her the first British contemporary fashion designer to receive this honour. Emma is now making waves both in the UK and US with supermodel, Coco Rocha and fashionistas Rosie Fortescue and Bip Ling all declaring themselves as the #EmmaWallaceWoman.</p>
No. of Vacancy	1
Work Location	Hong Kong

<p>Role / Responsibility</p>	<p>Job Description</p> <p>Our new PD Assistant will be working closely with the PD Manager to ensure the sourcing, sampling and production process runs smoothly. The ideal candidate will be an enthusiastic, self-motivated, organised person with an eye for detail. S/he will be a proactive and high- energy problem solver, comfortable in a small but growing company environment.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Assisting the PD manager with material sourcing, the sampling process, quality control and shipping arrangements • Assist with studio daily operations and admin • Communicating with the internal team for shipment status's and updating quality standard • Order follow-up for production and delivery schedule with suppliers • Assisting with product photos and image retouching • Assisting with hand sewing and embroidery • Cutting fabrics and trims for sampling and production • Assisting in ad-hoc assignments
<p>Requirements / Qualification</p>	<p>Preferred Qualifications:</p> <p>Research postgraduate/taught postgraduate/undergraduate/sub-degree graduates in the following field of study:</p> <ul style="list-style-type: none"> • Design • Intimate Apparel and Activewear • Knitwear Design and Technology <p>Other Requirements:</p> <p>The Ideal Candidate</p> <ul style="list-style-type: none"> • Diploma or above in fashion design or textiles • Minimum 1 year relevant working experience. We welcome fresh graduates! • Excellent attention to detail and communication. • Fluency in Cantonese, English and Mandarin • Skilled in MS-office software • Good knowledge of Adobe Photoshop and Illustrator. • Ability to work under pressure and to tight deadlines • Responsible, detail minded, flexible, proactive thinker, good team player and a fast learner. • Passion for the fashion industry and the Emma Wallace brand
<p>Salary/Allowance</p>	<p>Competitive salary and benefits</p>

Additional Information	<p>About Us</p> <p>Emma Wallace is looking for a talented PD Assistant to join our team in Hong Kong. It's the most exciting opportunity to experience and be an important part of the growth of this emerging brand. We are looking for dynamic people with a modern and versatile approach. If you're passionate about fashion, art and Emma Wallace, have always been the one with an outstanding aesthetic, detail oriented mind, and can-do attitude; we want you in our team!</p> <p>What We Are Offering</p> <ul style="list-style-type: none"> • You will be surrounded by a small team with big dreams • Opportunity to build up an exciting new brand based in the heart of Hong Kong • A fun and challenging career opportunity within a young and dynamically growing team • Competitive salary and benefits
Application Method	<p>Please send the following documents to soyan@emma-wallace.com:</p> <ul style="list-style-type: none"> • Cover Letter • CV
Application Deadline	30 April 2021