

Job Information

Post Title	Talent Acquisition Manager
Company Name	Yves Saint Laurent (Hong Kong) Limited
Business Nature / Introduction	Retail
No. of Vacancy	1
Work Location	Hong Kong
Role / Responsibility	<p>ROLE</p> <p>This position is based in the Hong Kong Saint Laurent office, directly reporting to APAC Senior Project Manager and supporting the store planning activities across the Asia Pacific.</p> <p>MISSION</p> <ul style="list-style-type: none"> • Perform general administrative support on various store planning projects • Assist to source materials and handle purchase requisitions • Provide support in drawing and sketching • Prepare & update presentation document for regular management meeting • Negotiate and communicate with vendors/suppliers on pricing and maintain a good relationship • Prepare contract budget, cost estimation and evaluation of the tender submission • Follow up with quotation, agreement and payment issues • Maintain a filing system • Assist in other ad-hoc assignments
Requirements / Qualification	<p>Preferred Qualifications: Undergraduate graduates in the following field of study:</p> <ul style="list-style-type: none"> • Design <p>Other Requirements: PROFILE</p> <ul style="list-style-type: none"> • Degree holder or equivalent in Interior Design, Architecture or Project Management would be preferred • At least one year of experience in Architecture and/or Store Planning • Attentive to details with multi-tasking capability • Fast-paced and able to work independently • Proficiency in using AutoCAD, Sketch-up, Photoshop, producing construction / working drawings and Microsoft office • Good command of both written and spoken English, Mandarin and Cantonese
Target Commencement Date	As soon as possible
Application Method	Please send the following document to christine.ng@ysl.com : <ul style="list-style-type: none"> • CV
Application Deadline	30 April 2021