

Job Information

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| Post Title | Purchase and CSR Assistant |
| Company Name | Nilorn East Asia Ltd |
| Business Nature / Introduction | <p>Manufacturing & Industrial</p> <p>Nilorn Worldwide is one of the leading European branding companies, an international company established in 1977 focused on adding value to brands by using branding and design in the form of labels, packaging, and accessories.</p> <p>Customers principally represent the fashion and ready-to-wear industry. Nilorn offers complete creative and tailored concepts in branding, design, product development, and logistics solutions.</p> <p>Headquarter in Sweden, the group operates through its own companies in Denmark, The United Kingdom, Germany, Belgium, Italy, Portugal, Hong Kong, China, India, Bangladesh, Turkey, and Pakistan.</p> |
| No. of Vacancy | 1 |
| Work Location | Hong Kong |
| Role / Responsibility | <p>The Role Compliance and responsible actions are the foundation for Nilorn’s ambitions and our vision to be “The best label and branding company worldwide”. Based in Hong Kong, the role of Purchase and CSR Assistant will support supplier management, and maintain supply chain with high level of ethical, social compliance, health and safety, environmental and sustainability standard. The Purchase and CSR Assistant reports directly to the Group Purchase Manager and indirectly to the Global CSR Manager.</p> <p>Tasks and responsibilities: Compliant and Sustainable Supply Chain</p> <ul style="list-style-type: none"> • Ensure that the supply chain is aware of Nilorn Group requirements and ambitions for CSR. • Ensure that Nilorn has knowledge of current industry and legal requirements for workers’ rights, social standards, environmental restrictions/requirements, movement of product for current and new market/countries. • Implement & follow up on 3rd party audit programs in the supply chain. • Facilitate continuous improvement and work with supplier towards compliance • Manage and maintain supplier certification database • Together with the Global CSR Manager to plan for supplier visits and audits in Production locations on a regular basis and to follow up on non-compliances found. Ensure that the factories are meeting the standards required and have the necessary documentation and controls in place. • Follow up on suppliers’ certifications, assure updated and valid certifications for standards such as Bluesign, Oeko-Tex, FSC, GRS, HIGG Index and similar are in place. |

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| | <p>Product Development</p> <ul style="list-style-type: none"> • Support with Client documentation and requirements. • Support with Global testing programs – physical & chemical. • Assist in the gathering of required information for Client’s questionnaires i.e. energy and wastage in production. <p>Other</p> <ul style="list-style-type: none"> • Assist the Group Purchase Manager in day to day admin work. • Support special projects such as supplier/group training, market analysis, and continuous improvement. • The position will include travelling. |
| Requirements / Qualification | <p>Preferred Qualifications:</p> <p>Taught postgraduate/undergraduate graduates in the following fields of study:</p> <ul style="list-style-type: none"> • Intimate Apparel and Activewear • Knitwear Design and Technology • Retail and Marketing • Technology <p>Other Requirements:</p> <ul style="list-style-type: none"> • For this position we are looking for a driven, methodical and problem solving candidate with fluent English. • Dedication and teamwork, attention to detail and an interest in learning new things will be important. • The job requires good communication and computer skills (Word, Excel, Power Point). • Experience of test administration, HIGG Index, supply chain auditing, SEDEX and certification processes is desirable. |
| Target Commencement Date | As soon as possible |
| Application Method | <p>Please send the following documents to anne.chan@hk.nilorn.com :</p> <ul style="list-style-type: none"> • Cover Letter • CV |
| Application Deadline | 7 May 2021 |