

### Job Information

Post Title	Contract Global Procurement Assistant (3 months) (Part Time)
Company Name	Kiabi International Supply Services Limited
Business Nature / Introduction	KIABI's Vision of the market: "Making fashion accessible to all" Offering each person the fashion that he or she dreams of at the prices that he or she wants. With this simple concept, Kiabi revolutionized the Clothing retail in France. The chain relies on genuine know-how in the clothing and retail field and on a strong promise: "fashion" products with an excellent quality / price ration for the whole family babies, children, men and women. Its market: an international company, leader in France.
No. of Vacancy	1
Work Location	Hong Kong
Role / Responsibility	<ul style="list-style-type: none"> <li>• Assist in Purchase order management (validation and modification through system, execution of the supply plan)</li> <li>• Assist in Fabric booking management (confirm quantity and send Fabric booking letter) in accordance with inbound planning / collection information</li> <li>• Participate in Garment booking management in accordance with capacity planning</li> <li>• Input claims settlement through the system and inform internal and external partners</li> <li>• Support the handover of technical files</li> <li>• Support the global benchmark (look at market intelligence, mega trends, best countries), sourcing fairs</li> <li>• Coordinate with departmental project teams on tasks as per objectives.</li> <li>• Contribute and be actor in company projects to develop efficiency and support changes of the organization</li> </ul>
Requirements / Qualification	<p>Preferred Qualifications: Research postgraduate/taught postgraduate/undergraduate/sub-degree graduates in the following fields of study:</p> <ul style="list-style-type: none"> <li>• Design</li> <li>• Intimate Apparel and Activewear</li> <li>• Knitwear Design and Technology</li> <li>• Retail and Marketing</li> </ul> <p>Other Requirements</p> <ul style="list-style-type: none"> <li>• University graduate in Procurement/Purchasing/Textile Engineering/ Clothing or related discipline</li> <li>• A good team player and self-motivated</li> <li>• Good command of English and Mandarin</li> <li>• Immediate available is highly preferred</li> <li>• Fresh Graduates are also welcome</li> </ul>
Target Commencement Date	As soon as possible
Application Method	Please send the following document to <a href="mailto:hr.hk@kiabiasia.com">hr.hk@kiabiasia.com</a> : <ul style="list-style-type: none"> <li>• CV with expected salary</li> </ul>
Application Deadline	31 August 2021

\* This part-time job opportunity will be counted towards WIE only if student has worked for 120 hours or more.

### **Note on Minimum Wage Ordinance**

Please note that statutory minimum wage does not apply to student interns as well as work experience students during a period of exempt student employment. Please refer to the [Notes for Student Employees and Employers at the Labour Department](#).

If you want to accept a job paid below the statutory minimum wage (including no-pay internship), please send a written request to [tcwie@polyu.edu.hk](mailto:tcwie@polyu.edu.hk) for issuance of the corresponding document.