

Job Information

Post Title	Brand Assistant (Part-time contract – 1 year)
Company Name	SUNSEN FASHION COMPANY
Business Nature / Introduction	SUN=SEN IS a HONG KONG local brand with unique and playful fashion and design concept. SUN=SEN is more than an art, it is a brand telling emotions with colours. Please check out our website WWW.SUNEQUALSEN.COM to learn more about us and our passion.
No. of Vacancy	1
Work Location	Hong Kong
Role / Responsibility	<ul style="list-style-type: none"> • To provide service to customers and handle basic inquiry at the shop including provide customer service on social media platform • To assist in designing marketing materials. • To assist in maintaining daily operations for retail store and stockroom • Understanding basic sales operation procedure for our POS system and order processing. • Learn the basic product knowledge and technique in order to assist customers' varied enquiries. • Assist in various aspect of this small dynamic team. • To display goods as instructed and ensure all merchandises on display are in order • Execute stock replenishment and handle stock transfer • Other ad hoc duties as assigned (e.g. digital project coordination, conduct market research, merchandise inventory, stock transfer and etc)
Requirements / Qualification	<p>Preferred Qualifications: Undergraduate/sub-degree graduates in the following fields of study:</p> <ul style="list-style-type: none"> • Design • Intimate Apparel and Activewear • Knitwear Design and Technology • Retail and Marketing • Technology <p>Other Requirements:</p> <ul style="list-style-type: none"> • Passion in Fashion Retail • Form 5 graduate with excellent spoken and written Cantonese, English and Mandarin • Outgoing and responsible team player with strong interpersonal and communication skills • Able to work flexible and adaptable based on operation need • Resourceful, proactive, diligent • Passionate about design • Cheerful and willing to go an extra mile for the company • Genuine passion and love for fashion and styling • Good in MS Word, Excel, Powerpoint • Self-motivated with positive attitude, result-oriented and a team player, and able to work under pressure • Basic knowledge of Photoshop

Salary/Allowance	HK\$50/hour
Target Commencement Date	As soon as possible
Additional Information	Working hour : 13:00 ~ 19:00 Part-time: At least 4 days per week (Wednesday to Saturday)
Application Method	Please send the following documents to sunsenlam@gmail.com : <ul style="list-style-type: none"> • Cover Letter • CV • ePortfolio
Application Deadline	31 July 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 for issuance of the corresponding document.