

JOB DESCRIPTION

Position Title: Part-time Merchandising Assistant

Job Duties and Responsibilities

1. Follow up the product development from quotation to shipment in accordance with Company's procedures
2. Keep track on sample and order status
3. Work closely with factories and assist in factory sourcing
4. Assist in ad-hoc projects

Requirements

1. Undergraduates majoring in Fashion & Textiles preferred
2. Proficient in MS Word and Excel
3. Good communication and organizing skills
4. Immediate availability is preferred

Interested parties may apply directly email to recruitment@swire-resources.com.