

Prepared by: Jasmine Ng

Tel: +852 21533833

Email: jasmine.ng@lauriswalton.com

Product Assistant / Administrative Assistant

Job Description

Lauris Walton is partnering up with a fast-growing online fashion brand to seek for a Product Assistant / Administrative Assistant to join their dynamic team based in Hong Kong. You will assist in quality checking, admin and filing duties and will be the key contact to seek for suppliers and external communications with suppliers and vendors.

Key responsibilities:

- Work closely with the design, e-commerce, production team and gain exposure in the production and business operation of an e-commerce company
- Perform quality check and ensure high accuracy and demand perfect details
- Communicate closely and ensure vendors and suppliers are in line with project timeline
- Perform administrative, filing tasks on a daily basis
- Perform online research on potential suppliers / vendors and ask for quotation / pricing plan if required
- Involve in ad-hoc duties upon management request

Role Requirements:

- Degree holder in any disciplines with prior experience in handling administrative / operational tasks
- 0-1 year of experience, preferably gained from related industry or companies
- Strong communications skills in English and Chinese are essential
- Proactive, willing to learn, fast paced character
- Hands-on, doesn't mind tedious tasks
- Preferably immediately available

Benefits:

- Convenient working location
- Flexible and MNC culture
- Work life balance
- Friendly and dynamic team
- Attractive remuneration package

Interested candidates, please send your resume to apply@lauriswalton.com. For more job openings, please visit our website at www.lauriswalton.com/jobs.