



<b>Position</b>	<b>Project Analyst</b>
<b>Department</b>	<b>Project Office</b>
<b>Working location</b>	<b>Hong Kong</b>
<b>Reporting to</b>	<b>AVP, Project Office</b>

## About MGF

MGF Sourcing is an independent global sourcing company with a specialization in apparel and accessories. With more than forty years of experience, we have developed a strong track record as an agile and trustworthy partner. Headquartered in Columbus, Ohio, the company maintains offices in China, Hong Kong, Indonesia, Korea, India, Bangladesh, Sri Lanka, Vietnam, and the United States. Our global team collaborates across categories and borders, supporting innovation and increasing flexibility and speed to market for our customers through our ability to provide design, distribution, production oversight, and other manufacture management services.

## About the role

As a Project Analyst, you will be a key member of the Global Project Office to drive strategic initiatives focusing on organization efficiency and business development. You will have global exposure to work closely with C-Suite Senior Executive on a daily basis. You will get access to key strategic dialogue with different leaders to understand the business, whilst implement initiatives to realize any growth opportunities for the organization.

In this role, you will be mentoring and coaching by Senior Executives and gain in-depth understanding of each core functions, with hands-on experience in Strategic Planning, Project Management & Process Improvement.

## How your day looks like at MGF:

- Ensure clear communication among all stakeholder groups involved in successful delivery of projects. This includes day-to-day communication and coordination with clients (i.e. internal cross-functional teams), vendors and partners, and communicating project milestones to internal and external stakeholders
- Set up an implement strategy for successful completion of new and on-going projects to be delivered on time, on budget and on scope. This includes project timelines, effective sample plans, identifying project risks and developing risk mitigation plans, and managing changes in project scopes and providing alternate solutions
- Manage all post-delivery project needs including confirming project close with key stakeholders, debriefs and creating rebound opportunities, and assuring client satisfaction
- Expand and leverage client relationships through understanding of client objectives; consultation during production process; participation in coordination calls and meetings



- Conduct market research and business data analysis to support the release of regular newsletters and various internal studies.
- Manage contents and organization archive to effectively capture research materials and key project outputs

### What You'll need:

- University Degree from a renowned university
- Strong in interpersonal skills, project coordination, analytical and problem solving
- Possesses strong business acumen, attention to details and good organizational skills
- Ability to understand and work with other cultures
- Fluent in English, Cantonese and Mandarin
- Familiar with Microsoft Office & analytical tools
- Willing to work on flexible schedule to meet required project timeline

### The Key Competencies you should have:

- Be Fast & Agile
- Collaborate
- Creativity/Innovation
- Teamwork
- Be the Prime Mover

## MGF Values

### **Engagement**

Stickiness, Doing the Difficult and Bringing Solutions for Customers, Vendor Partners and Associates

### **Passion**

Bringing Energy, Curiosity and Resilience to Your Work

### **Inclusion**

Leveraging the Strengths of Our Diverse Global Workforce and Partners

### **Integrity**

It Matters How We Play the Game  
Following the Rules when No One is Watching

#### **Additional Information:**

Applicants can apply the job by sending their CV to [careers@mgfsourcing.com](mailto:careers@mgfsourcing.com).

Mr Clement Hung will be the contact person and applicants are welcome to call him for the job details. His office number is 2500-2650, email: [chung@mgfsourcing.com](mailto:chung@mgfsourcing.com).