



J E W E L R Y

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LOVE BY THE MOON, a local independent label founded in 2018, empowers girls and women with demi-fine gemstone jewelry that tells inspiring stories — stories of wildest dreams, the magical moon, and wishing stars.

Position : Shop Supervisor / Manager (Full-Time /Permanent)

Working hours:

5 days per week , 8hours per day

Graduates (higher diploma / Bachelor's degree)

Salary (Basic salary plus commission) : HK\$20000-30000

Working Location : Fashion Walk & K11 MUSEA

To accommodate our rapidly expanding Hong Kong operations, we are searching for an enthusiastic Store Supervisor/Manager to fulfill the listed responsibilities.

Responsibilities

1. Monitor daily operations

(E.g. Report to marketing team regularly, review daily sales data, join mall meetings)

2. Establish sales objectives, achieving company KPI

(E.g. Set weekly/monthly goals, inspire team to attain targets)

3. Staff management

(E.g. Staff coaching, ensure they follow the company policies/procedures. Staff Rostering.

4. Develop customer relations/after-sales

(E.g. Foster relationships with loyal customers, target new audiences, serve VIPs and influencers during store events, address customer inquiries and attentively handle customer complaints.

5. Ad hoc

Requirements

1. 5 years + relevant sale experience
2. Experienced in managing Fashion / Beauty / Lifestyle / Jewelry store
3. Strong leadership, problem solving and decision making skills
4. Good command written and spoken Chinese, fluent in Mandarin and English
5. An outgoing and friendly personality who enjoys interacting with customers and the team
6. A good team player and leader , decision maker
7. Passionate for fashion
8. Proficient in MS Office and google drive