

## Job Information

<b>Post Title</b>	Customer Service Officer
<b>Company Name</b>	Nilorn East Asia Ltd.
<b>Industry</b>	Garment trims sector (Multinational Company)
<b>No. of Vacancy</b>	1
<b>Target Applicant</b>	Fresh Graduate
<b>Work Location</b>	Mainly Hong Kong (Kwun Tong area), may have factory visit in China
<b>Job Duty</b>	<ol style="list-style-type: none"> <li>1. Interact with customer for the whole order processing or handle complaints from bulk production.</li> <li>2. Communicate with supplier to ensure on time delivery &amp; price negotiation when needed.</li> <li>3. Work closely with Production Development team, Production team, shipping and warehouse.</li> <li>4. Handling enquiry of overseas sales office, monitoring the stock level, discuss the forecast with sales &amp; overseas CS &amp; follow up outstanding payment.</li> </ol>
<b>Requirements / Qualification</b>	<ol style="list-style-type: none"> <li>1. Students studying in Fashion &amp; Textile</li> <li>2. Well organized &amp; good communication skills</li> <li>3. Excellent command of spoken / written English, Putonghua and Cantonese</li> <li>4. Self-motivated, positive mindset and ability to work under pressure</li> <li>5. Willing to learn</li> </ol>
<b>Target Commencement Date</b>	As soon as possible
<b>Additional Information</b>	5 days work, flexible working hours, 14 days annual leave, 13th month payment & medical insurance
<b>Application Method</b>	Please send your resume to <a href="mailto:sharon.tse@hk.nilorn.com">sharon.tse@hk.nilorn.com</a>
<b>Application Deadline</b>	18th Aug 2023