

# Esquel Enterprises Limited

## Job Information

Post Title	Library Assistant (Garment and Fabric) (Permanent)
Company Name	Esquel Enterprises Limited
Business Nature / Introduction	<p>Esquel Group is a global, vertically integrated one-stop service provider of textiles and apparel, employing more than 57,000 employees worldwide.</p> <p>Headquartered in Hong Kong, we have over 20 plants and merchandising offices in 8 countries including mainland China, Japan, Malaysia, Mauritius, Sri Lanka, Vietnam, UK and USA.</p> <p>At Esquel, we believe that every single employee has the potential to be an agent of positive change. We practice what we believe to be responsible and sustainable, and be a catalyst for change in our industry and the communities where we are active.</p>
Target Applicants	Graduate
No. of Vacancy	1
Work Location	Hong Kong
Role / Responsibility	<ul style="list-style-type: none"><li>• Process new resources (receiving, registering, RFID tagging, photo taking and shelving)</li><li>• Archive off season garments in specific category and refresh them periodically</li><li>• Repair/discard old resources as necessary</li><li>• Assist the borrowing and returning activities when needed</li><li>• Put all returned fabric hangers back to the original location</li><li>• Monitor and handle the overdue reminders/renewal/approval</li><li>• Produce library statistics and present reports</li><li>• Conduct annual stock take</li><li>• Check showroom in daily basis and report if needed</li><li>• Maintain the tidiness of the library and showroom</li><li>• Manage and coordinate procurement of required library/showroom resources and equipment</li><li>• Support display for seasonal event (receiving material, grouping, and ironing)</li><li>• Support bought sample analysis (cutting swatch, system update and mailing)</li></ul>
Requirements / Qualification	<p>Preferred Qualifications:</p> <p>Undergraduate/sub-degree graduates in the following fields of study:</p> <ul style="list-style-type: none"><li>• Intimate Apparel and Activewear</li><li>• Knitwear Design and Technology</li></ul>

	<p>Other Requirements:</p> <ul style="list-style-type: none"> <li>• Good knowledge in both woven and knit fabrics</li> <li>• Fluent Chinese and reasonable English and Putonghua</li> <li>• Good computer literacy</li> <li>• Good planning, and organizational skill</li> <li>• Good communication skills</li> <li>• Willing to learn</li> </ul>
Target Commencement Date	As soon as possible
Additional Information	<p>Working Days / Hours: 5-day work week, 8:45am - 5:30pm</p> <p>Working location: Shau Kei Wan</p>
Application Method	<p>Please send the following document to <a href="mailto:recruitment@esquel.com">recruitment@esquel.com</a></p> <ul style="list-style-type: none"> <li>• CV</li> </ul>
Application Deadline	8 December 2023