



Buying Assistant - Menswear (Full Time)

Job Role:

As a Buying Assistant, you will play a crucial role in supporting the buying team's operations, conducting sales data and product performance analysis for the assigned category, and contributing to data-driven decision-making processes.

Job Responsibilities:

- Provide essential clerical support to the buying team, including administrative tasks and maintaining accurate purchase orders.
- Assist in coordinating sample logistics for the assigned category, ensuring timely availability and proper documentation.
- Contribute to the generation of various reports, including monthly and weekly sales reports, to analyze sales performance and identify trends.
- Conduct in-depth data analysis on sales data, extracting insights, and providing recommendations to enhance the performance of the assigned category.
- Collaborate closely with buying team members and other stakeholders to ensure effective communication, timely follow-up on shipments, and problem resolution.
- Stay updated on market trends, competitor activities, and customer preferences to contribute to informed decision-making processes.
- Assist in ad-hoc tasks and projects as assigned by the buying team managers.

Job Requirements:

- Possess a degree or above in a relevant field such as Fashion Retailing, Statistics, Finance & Accounting, Supply Chain, or a related discipline.
- Strong analytical skills and the ability to interpret and analyze sales data effectively.
- Detail-oriented with a keen eye for accuracy and precision in data analysis and administrative tasks.
- Energetic, proactive, and capable of thriving in a fast-paced work environment.
- Proficiency in MS Excel, including Vlookup and Pivot Table functions, as well as MS Word for report generation.

Benefits:

- Five-day work week
- Flexible working hours
- 2 months of gratuities
- Discretionary performance bonus
- Staff discounts on purchase
- Group medical and personal accident insurance
- Special leaves and holidays

Interested candidates are kindly requested to submit their resume to recruit@g2000.com.hk

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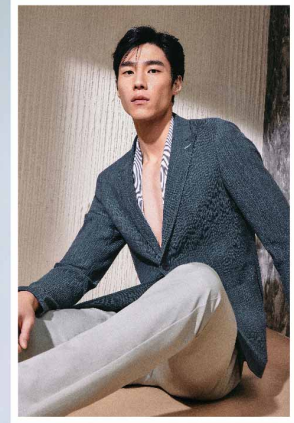
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MAN



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WOMAN

BLACK



“ Strong product concepts and a passion for relentless innovation have made G2000 an institution of the apparel retail industry in Asia. Today, the Group operates 400+ outlets in the region covering Hong Kong, Macau, China, Singapore, Malaysia, Taiwan, Thailand, Vietnam, Cambodia and Jordan. ”



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