

Position 2 : Project Executive (12 Months)

Job specification:-

- To assist the Project Team in executing events and promotional activities.
- To assist in sourcing and procurement.
- Onsite support for entire event and activities.
- Take care and receive participants of FACP activities
- Collect and consolidation data for report preparation.
- Support archive development.
- General administrative, logistic and technical support.
- Assist in the capacity of general secretarial & clerical role.
- Assist and co-ordinate archive development
- Assist & Co-ordinate online & offline promotional activities

Requirements:-

- A recognised relevant degree in fashion design / fashion business or equivalent professional qualifications;
- At least 2 years of relevant industrial experience;
- Proficiency in computer software application, such as AI application, MS Word, MS Excel, MS PowerPoint and Chinese word processing;
- Proficiency in the Adobe Creative Suite including Photoshop, Illustrator and Premium Pro;
- Good communication, interpersonal and organizational skills;
- Good command of Chinese and English, preferably including Putonghua;
- Ability to work independently and be a good team player; and
- Good work initiative and be customer-oriented.

Immediately on board from 15 June 2024 is a MUST, interested parties please send CV to fashionatelierhk@gmail.com on or before 11 June 2024.

All information received will be kept in strict confidence and only for employment-related purposes. Data collected will be used for recruitment purposes only. Personal data provided by job applicants will be used strictly in accordance with the Personal Data (Privacy) Ordinance. Only the shortlisted candidates will be notified.