Position 1 : Project Manager (12 Months)

Job specification:-

- To oversee and implement all areas and details of the project. To assist the Project Director in executing events and promotional activities.

- To co-ordinate & liaise with internal and external stakeholders for Programme launch, forum and master talk.

- Arrange and prepare the preparation of tender and procurement documents.

- Onsite support for entire FACP, including training programmes, Exhibitions, forum and Master talk. Take care and receive participants of FACP activities.

- Follow-up with FACP administration duties

- Assist in Project Quality Assurance.

- To prepare all necessary official documents and reports for related parties.

- Co-ordinate archive development

- Co-ordinate online & offline promotional activities.

- General administrative, logistic and technical support, to manage daily expenses and logistics

Requirements:-

- A recognised relevant degree in fashion design / fashion business or equivalent professional qualifications;

- At least 8 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 <u>15 June 2024 is a MUST</u>, interested parties please send CV to fashionatelierhk@gmail.com <u>on or before 11 June 2024</u>.

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.

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