

## Part-time Sales

### KEY RESPONSIBILITIES:

- Oversee the day-to-day operations of the retail store and e-shop & all related duties and inventory management
- Responsible for merchandise allocations and coordination, as well as receiving and packing goods
- Handle customer inquiries/complaints, and provide solutions on time via emails, follow-ups, and updates
- Assist with the sales performance analysis and inventory reports (daily, weekly, monthly) for management review
- Monitor inventory levels, implementing effective stock control measures to minimize stock discrepancies
- Ad hoc duties as assigned
- Occasional work out of office when necessary

### REQUIREMENT:

- With relevant experience in retail operations
- Understanding of store operations (POS, inventory, policies & procedures)
- Good interpersonal and communication skills
- Good command of spoken and written English, Cantonese, and Mandarin
- Cheerful personality
- Experience in knitting/ crochet is preferred
- Students or graduates is welcome

Working Day: Monday, Saturday and other assign day

Working hours: 11:30 am - 7:30 pm (Mon - Fri) / 10:30 am - 6:30 pm (Sat)

Total estimated working hours: 8 hours/per day

Interested parties please send your CV with current and expected salary by e-mail to [leah\\_wan@novetex.com](mailto:leah_wan@novetex.com)