

Job Information

Post Title	TEMPORARY CLERICAL ASSISTANT (3 months Full-time contract and may be renewable)
Company Name	Pacific Northwest Sourcing Co. Limited
Business Nature / Introduction	<p>Eddie Bauer is an active, outdoor brand that combines over nine decades of quality craftsmanship and innovation with a commitment to outfitting your life's adventures.</p> <p>We are an active, outdoor company rooted in the Great Northwest, and have been outfitting America for almost 100 years. We love inspiring and enabling you to get outside and Live Your Adventure. We believe the best adventures are shared with others.</p> <p>Eddie Bauer offers signature outerwear, apparel, outdoor gear, and accessories. All built to one standard: to be the best. Our Hong Kong office is operated under the name of , Pacific Northwest Sourcing Co. Ltd.</p>
No. of Vacancy	1
Work Location	Hong Kong
Role / Responsibility	<ul style="list-style-type: none"> • Provide clerical/administrative support to Materials & Color team • Maintain database and charts • Handle filing, incoming/outgoing mail/email • Follow-up with vendors • Ad hoc duties as assigned
Requirements / Qualification	<p>Preferred Qualifications: Undergraduate/sub-degree graduates in the following fields of study:</p> <ul style="list-style-type: none"> • Intimate Apparel and Activewear • Knitwear Design and Technology • Retail and Marketing • Technology <p>Other Requirements:</p> <ul style="list-style-type: none"> • At least 1-2 years clerical support experiences • Fluent written/spoken in Cantonese, English and Mandarin • Good communication and interpersonal skill • Good computer skills e.g. Words, Excel, PowerPoint • Well organized and detail oriented • Fresh graduate with textiles/coloring academic background will be considered • Immediate availability is highly preferable
Target Commencement Date	As soon as possible
Additional Information	Working Hours: Monday - Friday (9:00 am - 6:00 pm)
Application Method	<p>Please send the following documents to jobshk@eddiebauer.com :</p> <ul style="list-style-type: none"> • Cover Letter • CV
Application Deadline	15 May 2019