

Job Information

Post Title	Quality Administrator
Company Name	Newtimes Development Ltd
Business Nature / Introduction	<p>Newtimes Group specializes in sourcing, product development and supply chain management of apparel and home products. We operates a network of over 40 sourcing offices and quality assurance hubs in Asia, Indian subcontinent and the Middle East; our services include design of products and packaging, sourcing of raw materials and components, plan and manage production processes, provision of market and trend information and shipping consolidation.</p> <p>Our team of over 1,500 employees from all over Asia are dedicated to achieving high customer satisfaction. You will find a variety of opportunities at Newtimes. Join us and start your journey today.</p>
No. of Vacancy	1
Work Location	Hong Kong
Role / Responsibility	<ul style="list-style-type: none"> • Report directly to VP to provide all-rounded administrative support and work closely with both local and overseas office as well • Provide sample coordination to the regional teams for QA Tech and QCs to ensure effective operation • Preparing reports, charts and QC schedule in order to provide timely and prompt updates for both internal and external parties • Monitor house-keeping works such as travel arrangements, expenses claims and other office administration etc • Perform ad hoc duties as assigned
Requirements / Qualification	<p>Preferred Qualifications: Research postgraduate/taught postgraduate/undergraduates/sub-degree graduates in the following fields of study:</p> <ul style="list-style-type: none"> • Knitwear Design and Technology • Retail and Marketing Technology • Technology <p>Other Requirements</p> <ul style="list-style-type: none"> • F.5 or above • At least 5 years' working experience; experience in garment industry and travel arrangement is an advantage • Detailed-minded, organized and can work independently to handle different levels of stakeholders in a fast-paced environment • Good command of written and spoken English and Chinese, Putonghua is a plus • Good computer skills – Word, Excel, Powerpoint
Salary/Allowance	Negotiable
Target Commencement Date	As soon as possible
Additional Information	Five-day work week: Monday to Friday: 9:00am - 6:00pm Fringe benefits such as Double Pay, Medical, Dental, Performance Bonus etc.

Application Method	Please send the following document to: smithwong@newtimesgroup.com : <ul style="list-style-type: none">• Cover Letter• CV
Application Deadline	31 July 2019