

## Job Information

Post Title	Assistant Merchandiser
Company Name	Alexandre Zouari
Business Nature / Introduction	Retail
No. of Vacancy	1
Work Location	Hong Kong - Central
Role / Responsibility	<ul style="list-style-type: none"> <li>- Assist Merchandising Manager in orders follow-up, co-ordination with European suppliers and ensure on-time delivery</li> <li>- Provide administrative support to the buying team</li> <li>- Liaise with shop manager for goods distribution</li> <li>- Provide monthly sales reports to Merchandising Manager</li> <li>- Perform ad hoc duties whenever required</li> </ul>
Requirements / Qualification	<p>Preferred Qualifications: Undergraduates graduates in Institute of textiles &amp; clothing</p> <p>Other Requirements</p> <ul style="list-style-type: none"> <li>● with certificate in Merchandising is a plus, 2-3 years relevant experience is an advantage</li> <li>● Well organized, self-motivated, detail-minded and able to work independently</li> <li>● Good command of spoken and written English and Mandarin</li> <li>● Proficiency in MS Office, Photo-shop &amp; Chinese Word Processing</li> <li>● Have a strong interests in photography is an added benefit</li> </ul>
Target Commencement Date	As soon as possible
Additional Information	<ul style="list-style-type: none"> <li>- 5-day working week</li> <li>- Medical insurance</li> <li>- Max. 18 annual leave</li> <li>- Staff discount purchase</li> </ul>
Application Method	<p>Please send the following documents to <a href="mailto:cherry@shiamas.com">cherry@shiamas.com</a>:</p> <ul style="list-style-type: none"> <li>● Cover Letter</li> <li>● CV</li> </ul>
Application Deadline	31 March 2019