

Job Information

Post Title	Showroom Assistant (Part-time)
Company Name	C.H.A. Design & Export (HK) Ltd.
Business Nature / Introduction	Online Fashion Retailing
No. of Vacancy	2
Work Location	Hong Kong
Role / Responsibility	<ul style="list-style-type: none"> - Provide support throughout the fashion buying season - Setup & tidy up showroom - Provide service to customer, and maintain CRM - Handle & dispatch fashion samples, stock-take, packing/labelling and to maintain all merchandise in good condition and well-packed for online purchase - Clerical support on data processing, filing and courier service - Assist in different ad-hoc projects
Requirements / Qualification	<p>Preferred Qualifications: Undergraduates/sub-degree graduates in the following fields of study:</p> <ul style="list-style-type: none"> • Design • Intimate Apparel and Activewear • Knitwear Design and Technology • Retail and Marketing • Technology <p>Other Requirements</p> <ul style="list-style-type: none"> • Interested in fashion and retail industry • Knowledge in garment making & sewing • Proactive, energetic, responsible and attentive to details • Able to work independently and efficiently, able to solve problems with logical sense • Good communication skills and service-oriented • Good in Mandarin & English • With experience in Showroom / Retail frontline / Fashion industry is a plus • Proficient in Photoshop, MS Excel & MS Word is a plus
Salary/Allowance	\$60/hour
Target Commencement Date	As soon as possible
Additional Information	<ul style="list-style-type: none"> - Monday to Friday: 13:00 to 17:30 (Applicants who can work at least 3 days a week is preferable) - Contract will renew monthly
Application Method	<p>Please send the following documents to christiechik@yahoo.com.hk; christie_chik@chagroup.com:</p> <ul style="list-style-type: none"> • Cover Letter • CV • ePortfolio
Application Deadline	30 April 2019

** This part-time job opportunity will be counted towards WIE only if student has worked for 120 hours or more.*

Note on Minimum Wage Ordinance

Please note that statutory minimum wage does not apply to student interns as well as work experience students during a period of exempt student employment. Please refer to the [Notes for Student Employees and Employers at the Labour Department](#).

If you want to accept a job paid below the statutory minimum wage (including no-pay internship), please send a written request to tcwie@polyu.edu.hk for issuance of the corresponding document.