

Job Information

Post Title	Student Assistant
Company Name	The Hong Kong Research Institute of Textiles and Apparel Limited
Business Nature / Introduction	R&D Centre
No. of Vacancy	1
Work Location	Hong Kong
Role / Responsibility	To provide assistance to general office work include data entry, pre-event preparation such as preparing leaflets, handouts and exhibit samples, on-site support (manning the booth); and assist in website maintenance.
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"> • Good communication skill, people oriented and flexible • Presentable, cheerful & outgoing • Customer service experience preferred • Knowledge in textiles & clothing is an advantage • Basic knowledge of Photoshop software is an advantage • Good command of both written and spoken English and Chinese, proficiency in Mandarin is an added advantage
Salary/Allowance	\$70/hr
Target Commencement Date	As soon as possible
Application Method	Please send the following documents to recruit@hkrita.com : <ul style="list-style-type: none"> • Cover Letter • CV
Application Deadline	15 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.