

Job Information

Post Title	Site Operations Intern (2-3 Months from May 2018 to Aug 2018)
Company Name	Pedder Group Limited
Business Nature / Introduction	<p>Founded in 2003, Pedder Group, a member of Lane Crawford Joyce Group, is a fashion footwear, bags and accessories specialist with leadership positioning and unparalleled expertise in Greater China and South East Asia.</p> <p>With 50 points of sale across more than 200,000 square feet of retail across Hong Kong, Shanghai, Beijing, Shenyang, Chengdu, Chongqing, Singapore and Jakarta, Pedder Group works with 300 international brands and ranks in the top 10 global shoe and accessories retailers.</p> <p>We are looking for a high caliber individual who is energetic, strives for to be the best in their personal and professional development and can cope in a busy and demanding fast-paced environment.</p> <p>Please visit our websites to find out more - https://www.thelancrawfordjoycegroup.com/en/company/pedder-group www.careers.peddergroup.com</p>
No. of Vacancy	1
Work Location	Hong Kong
Role / Responsibility	<p>Key Accountabilities:</p> <ul style="list-style-type: none"> • Support the Client Services Associate in processing online orders • Handle general phone enquiries • Carry out administrative and clerical duties • Perform ad-hoc assignment as assigned <p>Other Requirements:</p> <ul style="list-style-type: none"> • University students are welcomed • Attentive to details and strong computer literacy • Flexible, energetic, willing to learn • Proficient in Microsoft Office applications particularly Excel & Powerpoint • Fluent in written and spoken English, Cantonese and Mandarin.
Requirements / Qualification	<p>Preferred Qualifications:</p> <p>Undergraduate/sub-degree graduates in the following fields of study:</p> <ul style="list-style-type: none"> • Design • Retail and Marketing
Salary/Allowance	HK\$8000
Target Commencement Date	As soon as possible
Additional Information	<p>Working Hours: 9:00am - 5:30pm</p> <p>Office location at only 2 minutes walking distance from MTR - Wong Chuk Hang. All information provided will be treated in strict confidence and used for recruitment purposes only.</p>
Application Method	If you desire an exciting and rewarding role, please send your cover letter and full resume with current and expected salary to TeresaTse@peddergroup.com
Application Deadline	5 June 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.