

## Job Information

Post Title	Summer Intern - Showroom Assistant
Company Name	Hugo Boss Hong Kong Limited
Business Nature / Introduction	Fashion Retailing
No. of Vacancy	10
Work Location	Hong Kong
Role / Responsibility	<ul style="list-style-type: none"> <li>• Provide support to Wholesale team throughout the fashion buying season</li> <li>• Provide pleasant customer service to our business clients</li> <li>• Handle &amp; dispatch fashion samples, daily stock-take of merchandise</li> <li>• Setup &amp; tidy up showroom for buying season</li> <li>• Clerical support on data processing, filing &amp; scanning, input purchase orders, and generate business reports from system</li> <li>• Assist in different ad-hoc projects</li> </ul>
Requirements / Qualification	<p>Preferred Qualifications: Undergraduate graduates in the following fields of study:</p> <ul style="list-style-type: none"> <li>• Design</li> <li>• Intimate Apparel and Activewear</li> <li>• Knitwear Design and Technology</li> <li>• Retail and Marketing</li> <li>• Technology</li> </ul> <p>Other Requirements:</p> <ul style="list-style-type: none"> <li>• Interested in fashion and textile / retail industry</li> <li>• Proactive, energetic, responsible and attentive to details</li> <li>• Good communication skills and customer-oriented</li> <li>• Can work independently &amp; efficiently, able to solve problems with logical sense</li> <li>• Good in Mandarin and English</li> <li>• With working experience in Showroom / Retail frontline / Fashion industry is a plus</li> <li>• Can work at least 4-5 full days a week</li> </ul>
Salary/Allowance	\$60 / hour
Target Commencement Date	11 June 2019
Additional Information	Work days is within Monday to Friday in general. Special requirement is that candidate can work at least 1 weekend during the internship period
Application Method	Please send the following document to <a href="mailto:hr_hongkong@hugoboss.com">hr_hongkong@hugoboss.com</a> : <ul style="list-style-type: none"> <li>• CV</li> </ul>
Application Deadline	6 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](mailto:tcwie@polyu.edu.hk) for issuance of the corresponding document.