

## Job Information

Post Title	Fabric Assistant
Company Name	TILLSONBURG APPAREL LTD
Business Nature / Introduction	Tillsonburg is a Hong Kong based company, established in 1986. Along with our highly recognized Design and Development capabilities, Tillsonburg provides a sophisticated one stop shop supply chain solution, engineered to meet individual customers' requirements and expectations. Tillsonburg manufactures in a variety of woven/knit fabrics. The product range includes blouses, shirts, jackets and dresses, skirts and pants. We serve specialty retail chain stores, primarily in the USA and UK, and produce women's apparel under the private labels of the specialty stores.
No. of Vacancy	1
Work Location	Hong Kong
Role / Responsibility	<ul style="list-style-type: none"> <li>• Assist in fabric sourcing &amp; development</li> <li>• Follow up with suppliers for stock and prices</li> <li>• Monitor suppliers' delivery schedule</li> <li>• Support in the creation of swatch packs and fabric books for design &amp; development</li> <li>• Other general administration work of the fabric team</li> </ul>
Requirements / Qualification	<p>Preferred Qualifications: Undergraduates/sub-degree 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>• basic fabric knowledge</li> <li>• excellent communication and interpersonal skills</li> <li>• well organized, quick learner and able to multitask</li> </ul>
Target Commencement Date	As soon as possible
Additional Information	Working hours: Monday to Friday 9am to 6pm
Application Method	Please send the following documents to <a href="mailto:annie.chik@tillsonburghk.com">annie.chik@tillsonburghk.com</a> : <ul style="list-style-type: none"> <li>• CV</li> <li>• ePortfolio</li> </ul>
Application Deadline	31 August 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.