

## Job Information

Post Title	Women Swimwear & Activewear Fashion Company Intern (Part-time contract – 1 year)
Company Name	Rubypink Limited
Business Nature / Introduction	a e-commerce, trading and wholesale company based in Hong Kong with offices in China and New York. We are a growing business that deals with trade in fashion and lifestyle products
No. of Vacancy	2
Work Location	Hong Kong
Role / Responsibility	<p><b>Overall Scope:</b> The interns main task is to work closely with the Sales and Management teams to provide a better understanding of the swimwear wholesale business and operations. She/he shall also act as a representative when needed.</p> <p><b>Primary Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Aid the sales team in pursuing new leads, sales prospects, referrals and scheduling appointments for trade shows/markets</li> <li>• Maintaining Filing on the server</li> <li>• Order entry</li> <li>• Maintain the showroom so it is always ready for appointments</li> <li>• Participate in all applicable trade shows and markets when needed</li> <li>• Assist salesperson in the breakdown/put away of sample lines</li> </ul> <p><b>Day to Day Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• CAD work support for US</li> <li>• Influencer outreach</li> <li>• Prep showroom for markets/work tradeshow</li> </ul> <p><b>Administrative:</b></p> <ul style="list-style-type: none"> <li>• Monitor Showroom Supply Position and keep Manager informed of inventory levels</li> <li>• Assist with credit requests for PR firms</li> <li>• Assist with sending mailers, promotional product look books, press kits as needed</li> <li>• Aid the Sales team in pursuing new leads, sales prospects, referrals and scheduling appointments for trade shows and markets</li> </ul>
Requirements / Qualification	<p>Preferred Qualifications: Research postgraduate/taught postgraduate/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> </ul>
Target Commencement Date	As soon as possible
Additional Information	Working hours: Monday to Friday 9:30 to 6:30
Application Method	<p>Please send the following documents to <a href="mailto:olivia@rubypink.co">olivia@rubypink.co</a>:</p> <ul style="list-style-type: none"> <li>• CV</li> <li>• ePortfolio</li> </ul>

Application Deadline	30 August 2019
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*\* 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.