



Sun Wood Company Limited 新 活 有 限 公 司

Job title: Merchandising Operations Specialist

Who We are

- ❖ Small agency that is process driven, covering hardline and softline products, for brands in America and Asia. We pride ourselves on providing accurate, timely and professional customer service to our brands
- ❖ We assist from design and development through to delivery, including strategy, sustainability and innovation
- ❖ Based in Hong Kong, with partners in Mainland China, Southeast Asia including India, and a US-based supply chain team
- ❖ We are small teams, with high visibility and interaction with the managers and leaders. We care deeply about our vendor relationships, and have worked with our brands for a long time. Come join us for intense and rewarding work

What we'll need you to do

- ❖ Proactively track and follow up with vendors, customers and internal parties on customer orders, to ensure customer satisfaction, making sure questions are asked promptly, and deliveries made on time and in full
- ❖ Assist in product development (PD) process, ensuring product meets customer quality and budget requirements
- ❖ Maintain strong business relationships with vendors for PD and production
- ❖ Handle merchandising documentation and the entire process which includes work in progress tracker excel sheets (WIPs), input and track order info, and handle tech packs
- ❖ Familiarity with costing components
- ❖ Source vendors and products swiftly with ease, and arrange samples with vendors and customers accordingly
- ❖ Liaise with vendors, prepare all materials prior to calls and meetings; take notes before and after meetings, trade shows and factory visits for follow up
- ❖ Perform other duties as requested

Your Expected Qualifications

- ❖ BA degree holder, with 3-5 years experience
- ❖ Demonstrated interest and capability with vendor sourcing and management, for hardline and softline product development
- ❖ Be able to:
 - Be proactive in general
 - Speak with confidence and take constructive criticism; ask questions
 - Suggest solutions to problems you encounter
 - Attention to detail
 - Good memory & ability to take detailed notes
 - Proficient in English, Cantonese and Mandarin language
 - Familiarity with US and Asia markets
 - Capability and comfort in product technicalities is a plus

Interested candidates please send your CV/resume to FRANCISE.FUNG@SPEEDSOURCING.BIZ & JAMESPGC@SPEEDSOURCING.BIZ