

## Part-time Sales

### KEY RESPONSIBILITIES:

- Oversee the day-to-day operations of the retail store and e-shop, including all related duties and inventory management.
- Responsible for merchandise allocations and coordination, as well as receiving and packing goods.
- Handle customer inquiries / complaints and provide timely solutions via emails, follow-ups, and updates.
- Monitor inventory levels and implement effective stock control measures to minimize discrepancies.
- Perform ad hoc duties as assigned.
- Occasionally work outside the office when necessary.

### REQUIREMENTS:

- Students or graduates are welcome.
- Good interpersonal and communication skills.
- Good command of spoken and written English, Cantonese, and Mandarin.
- Cheerful personality.
- Experience in knitting/crochet is preferred.

Working Days: Monday, Saturday, public holidays, and other assigned dates.

Working Hours: 11:30 am - 7:30 pm (Mon - Fri) / 10:30 am - 6:30 pm (Sat & public holidays)

Interested parties, please send your CV with current and expected salary by e-mail to [leah\\_wan@novetex.com](mailto:leah_wan@novetex.com).