

# Esquel Enterprises Limited

## Job Information

Post Title	HR Assistant (Focus on Learning & Development) – Part Time Contract (1 Year)
Company Name	Esquel Enterprises Limited
Business Nature / Introduction	<p>Esquel Group is a global, vertically integrated one-stop service provider of textiles and apparel, employing more than 57,000 employees worldwide.</p> <p>Headquartered in Hong Kong, we have over 20 plants and merchandising offices in 8 countries including mainland China, Japan, Malaysia, Mauritius, Sri Lanka, Vietnam, UK and USA.</p> <p>At Esquel, we believe that every single employee has the potential to be an agent of positive change. We practice what we believe to be responsible and sustainable, and be a catalyst for change in our industry and the communities where we are active.</p>
Target Applicants	SFT Current Students
No. of Vacancy	1
Work Location	Hong Kong
Role / Responsibility	<p>Responsibilities</p> <ul style="list-style-type: none"> <li>• Make and edit 2D animation and e-learning content. Able to create and design characters, scenes, backgrounds, and other animation parts based on the guidelines</li> <li>• Create promotional materials, e.g., leaflets, banners, and posters for L&amp;D projects</li> <li>• Coordinate event logistics, including scheduling, room setup, and equipment needs</li> <li>• Keep training records up to date, including attendance and evaluations</li> <li>• Create content for our internal social media platforms to keep our platforms active and engaging</li> <li>• Support the planning and execution of training programs and workshops</li> <li>• Assist the team in designing and preparing relevant training materials</li> <li>• Support various ad-hoc projects as needed</li> </ul>
Requirements / Qualification	<p>Preferred Qualifications:</p> <p>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> <li>• Knitwear Design and Technology</li> <li>• Retail and Marketing</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>• Human Resources</li> </ul>

	<p>Other Requirements</p> <ul style="list-style-type: none"> <li>• Full-time undergraduate student in Human Resources Management, Business Administration, or related fields</li> <li>• Students from other disciplines with a passion for HR careers are also welcome</li> <li>• Proficient in Canva, Vyond and Microsoft Office 365 (e.g., MS Form, Excel, PowerPoint)</li> <li>• Experience in video editing, animation, and content development is a plus</li> <li>• Attention to detail, organized, proactive, and versatile, with a strong desire to learn new skills, and explore new ideas</li> <li>• A good team player</li> <li>• Good verbal and written communication skills in English and Chinese</li> <li>• Strong communication and interpersonal skills</li> <li>• Able to work at least 2 days per week.</li> </ul>
Additional Information	You may learn about Esquel Group at <a href="https://www.esquel.com">https://www.esquel.com</a> . Data collected will be used for recruitment purpose only and will be kept for 24 months. All applications will be treated in strict confidence.
Application Method	<p>Please send the following document to <a href="mailto:recruitment@esquel.com">recruitment@esquel.com</a>:</p> <ul style="list-style-type: none"> <li>• CV</li> </ul>
Application Deadline	12 July 2025